Northern Kentucky University

Alignment Planning User Manual

The purpose of this manual is to provide NKU planners a step-by-step guide for entering alignment plans and all associated evaluation data into WEAVEonline. Any feedback on this handbook and its contents is welcome and should be directed to the Office of Planning and Performance.

Abed Refai, Graduate Assistant | Office of Planning & Performance | March 2010

Information contained in this manual is copyright protected and is used with the permission of WEAVEonline for internal distribution only. Sharing this information on a public site is strictly prohibited.

Thank you.

Table of Contents

Introduction....1
Institutional Planning Contacts....1
NKU's Planning Process in WEAVEonline (graphic)....2
Getting Started in WEAVEonline....3
WEAVEonline Functions Overview....6
Entering and Editing Essential Planning Information....8
Mission....8
Goals....9
Outcomes/Objectives....11
Associations....14
Measures....21
Achievement Targets....23
Findings....25
Action Plan Tracking....26
Analysis Questions and Achievement Target Summary....29
Document Repository....31
WEAVEonline Reports....34

Captures an assessment and planning cycle in which you...
Write expected outcomes/objectives
Establish criteria for success
Assess performance against criteria
View assessment results
Effect improvements through actions

This document is intended to provide the necessary guidance to new users of WEAVEonline who are entering alignment plans. It does not address functions that are unique to student learning outcomes assessment, curriculum mapping, or academic program review. If you have questions about WEAVEonline, student learning outcomes assessment, or the planning process itself, direct them to one of the following contacts:

WEAVEonline Technical Support Contact:

Connie Kiskaden – Senior Programmer Analyst III, Curriculum, Accreditation, and Assessment
kiskadenc@nku.edu ---------- 572-6394

Institutional Planning Contacts:

Laurie McDowell - Director, Planning & Performance
mcdowelll1@nku.edu ---------- 572-6566

Becky Myers - Senior Analyst, Planning & Performance
myersr@nku.edu ---------- 572-6488

Learning Outcomes Assessment Contacts:

Mary Lepper - Director, Curriculum, Accreditation, and Assessment
lepperm@nku.edu ---------- 572-6124

Shawn Rainey – Associate Director, Curriculum, Accreditation, and Assessment
raineys1@nku.edu ---------- 572-7574

Divisional Planning Contacts:

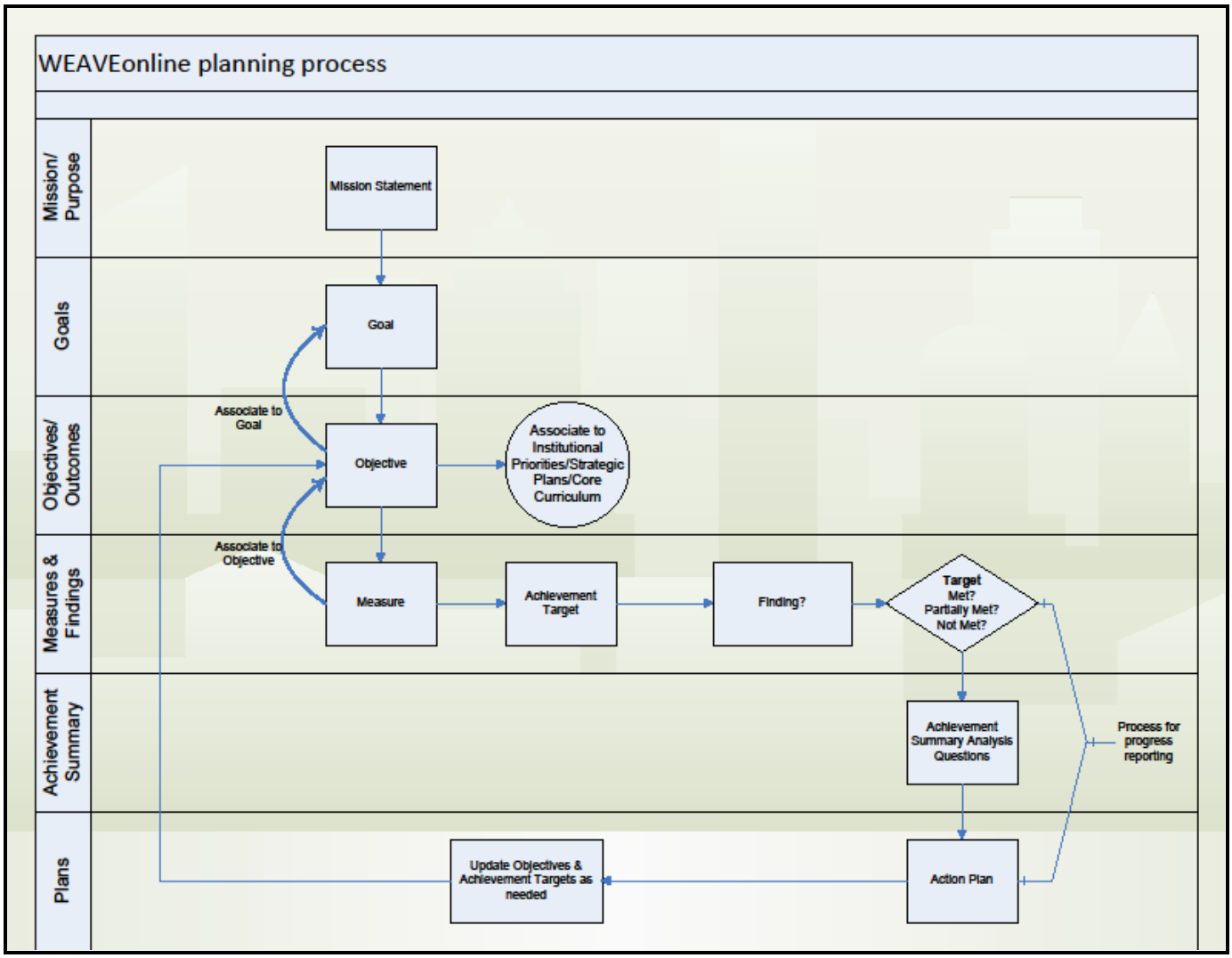
Academic Affairs
Sandi Gillilan - Director, Academic Planning & Assessment
gillilans1@nku.edu ---------- 572-7631

Administration & Finance
Linda Reynolds - Director of Administration
reynoldsl@nku.edu ---------- 572-5208

Student Affairs
Kim Schraffenberger - Senior Analyst, Planning & Budget
schraffenk1@nku.edu ---------- 572-1561

University Advancement
Marilou Singleton - Director, Advancement Services
singletonma@nku.edu ---------- 572-6120

The following graphic representation of NKU's planning process in WEAVEonline is provided to assist in understanding the overall process. This will be a useful reference as you work through the steps outlined in this manual.



Getting Started

Planning Cycles in WEAVEonline

Cycle:	A cycle is the time period in which the assessment and planning data are collected, evaluated and reported. At NKU the cycle length is one year starting July 1st and ending June 30th of the following year. Progress will be evaluated during each cycle; however, if the evaluation process indicates the need for further progress to be made, plan information can be kept active from one cycle to the next.
Active Through Cycle:	This indicator reflects the last cycle in which a particular data element, such as a goal or objective, will appear.
Established in Cycle:	This designation indicates the cycle in which a particular data element was created.
Institutional Current Cycle:	WEAVEonline will default to the current institutional cycle upon logging in.
Keep Active:	This option is selected when a planner wants to continue an element such as a goal or objective into future cycles.

Other Terms

Entity:	Entities are divisions, subdivisions, colleges, units or departments within NKU.
Roles:	User role assignment determines specific levels of access given to a user within an entity. Access may be read-only, read-write, edit, etc.

For additional assistance with framing goals and objectives or help with identifying appropriate measures of desired outcomes, please refer to the Glossary of Strategic Planning Terms and Guidelines for Measuring Outcomes on the Planning & Performance Website.

WEAVEonline Icons/Options

The following are options you will encounter on a regular basis when working in WEAVEonline:

	From the drop down menu, choose the cycle period in which the data was entered. (Usually the current period in which you are working.)
	From the drop down menu choose the cycle when you expect the data entered to be complete. For example: if a goal is entered in 2009-2010 and is expected to be achieved by the end of that cycle, you would choose 2009-2010. If it is anticipated that the action would continue into a future cycle not yet created, then the *Active through Cycle* would be set to *Keep Active*.
	After entering any new data or editing existing data you should always *Save* your work to avoid losing the changes made.
	Choose this option if there are more data to be entered at an identical level of the currently entered data. For example: If you enter an objective for a certain entity and wishes to enter more objectives for the same entity, then choose *Save + Add* to enter the second objective. Remember you must click on *Save* after entering data, otherwise the information will be lost.
	Click on *Cancel* to remove all data entered and to restart or to navigate away from the screen without saving any data entered.
	Choose this option to *Delete* any existing information. Note that when deleting data that has associations within WEAVEonline, the associations will be deleted as well. For example: If an entity is removed from the entity tree, then all of the entity's associated data (goals, objectives, strategic plans, etc.) will be deleted along with it.
	Use this option to *Close* the window opened within WEAVEonline.
	Choose this option to *Edit* current data.

Login to WEAVEonline:

1. Check with the appropriate contact person for planning or learning outcomes assessment to ensure that you have been assigned a user role and password in WEAVEonline. (Refer to contacts listing on page 1.)
2. Go to http://app.WEAVEonline.com/nku/login.aspx (It would be helpful to add this link to your favorites or create a shortcut on your desktop.)
3. When logging in with your user name and password for the first time, you will be prompted by WEAVEonline to change your password.
4. If you have problems logging in, contact the WEAVEonline Technical Support contact.

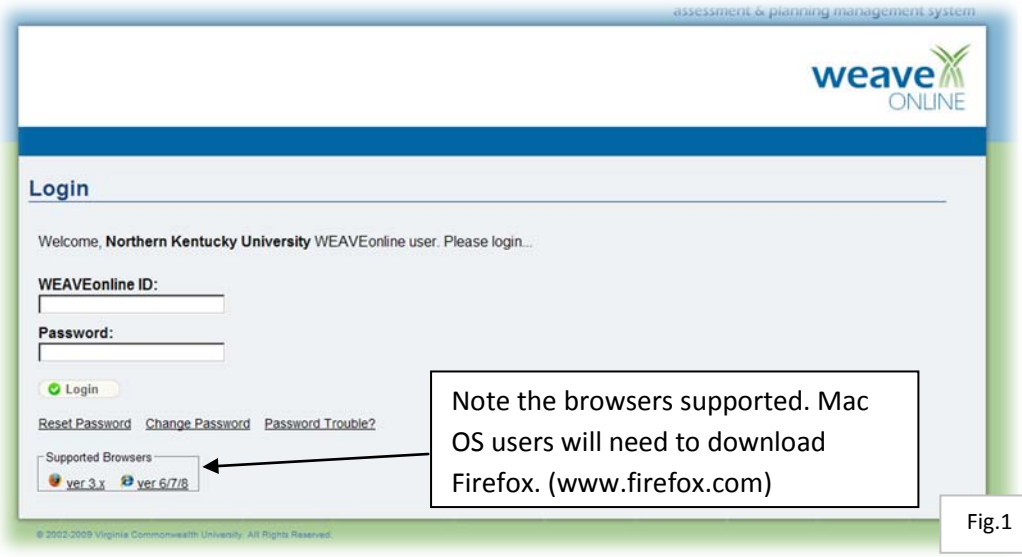


Fig.1

WEAVEonline Functions Overview

The default home screen of WEAVEonline contains a navigation bar across the top of the screen (Fig. 2a) that is visible regardless of the WEAVEonline page where a user is working. The navigation bar includes all the tabs and tools available to a typical user. The tabs are:

- Home
- Assessment
- Reports
- Logout

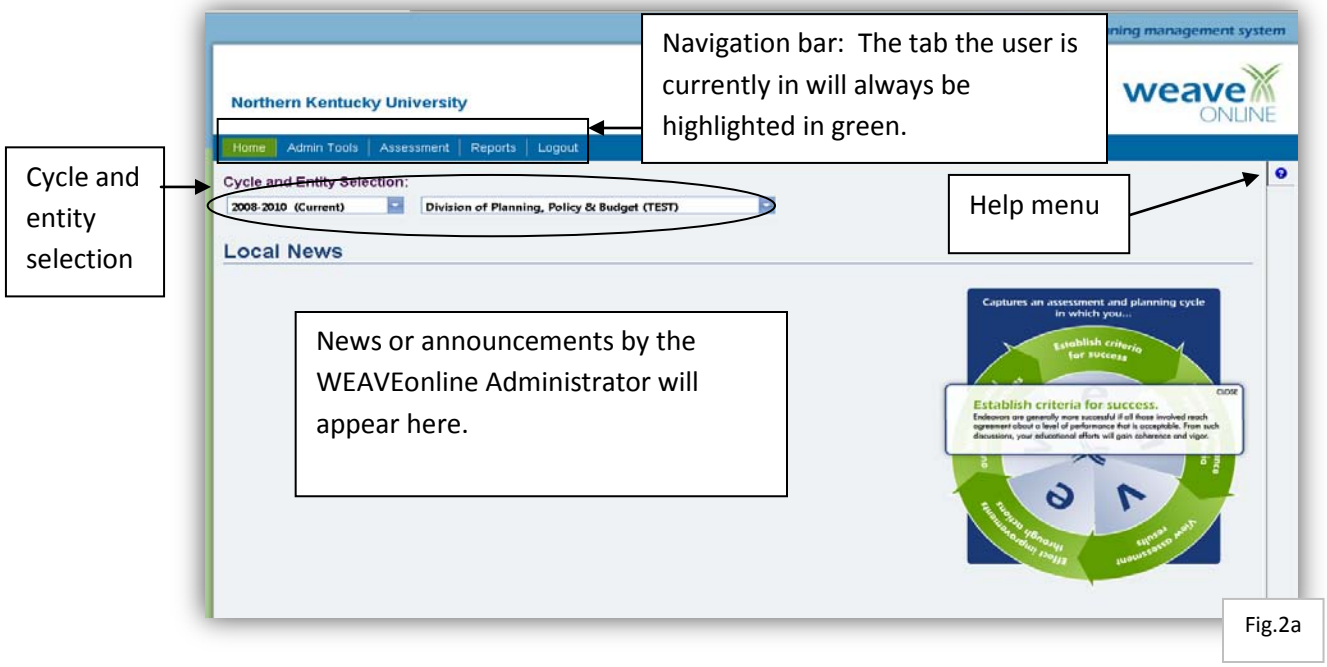


Fig.2a

Other features of the default home screen are:

- **Help Menu**: The help icon is always available on the right hand side as shown regardless of which WEAVEonline screen the user is on.
- **Cycle Selection**: This drop down menu shows all available cycles (cycle duration at NKU starts on July 1st and ends on June 30th of the following year). The current cycle will appear on a blue background screen, while the previous cycle will appear on a yellow one, and cycles before that appear on a grey background.
- **Entity Selection**: This drop down menu includes all the entities the user can access.

The following are the definitions of the tabs and the tools present within each tab. (Note: Access to tabs and tools is determined by the role a user is assigned.)

1. **Home:** This is the default WEAVEonline page. It includes news and general information from WEAVEonline, and news or announcements by the institution. Users can navigate to the home page from any other page in WEAVEonline by clicking the *Home* tab.

2. **Assessment Tab**: For purposes of WEAVEonline, *Assessment* refers to the measurement of <u>any</u> type of process or outcome planned at the institution. This includes, but is not limited to, assessment of student learning outcomes.

   This tab includes all the elements that make up an entity's plan and additional tools used for reporting summary information. If an entity ought to be assessed (meaning it ought to have an alignment plan) but does not show up on the list within the *Assessment* tab, then an NKU WEAVEonline administrator should be contacted to make the necessary adjustments. The tools within the *Assessment* tab are:

   - Mission/Purpose
   - Outcomes/Objectives
   - Action Plan Tracking
   - Annual/Special Reporting
   - Goals
   - Measures & Findings
   - Achievement Summary/Analysis
   - Document Repository

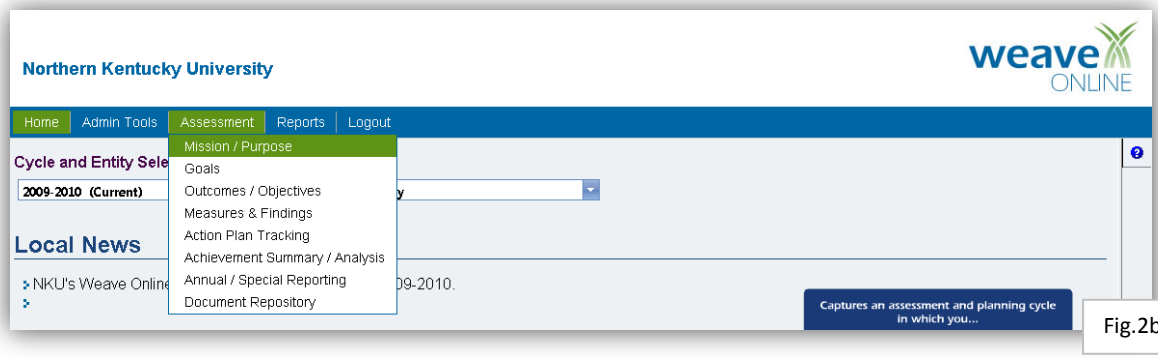


Fig.2b

3. **Reports**: This section allows you to view all planning and assessment data entered by any entity for which you have access to read or write information. You have access to several reports that can be run at any time you choose.

Entering and Editing Essential Planning Information

I. **Mission/Purpose**: Mission/Purpose statements are entered in this section for all assessed entities (any entities with alignment plans). The mission should reflect the values of the entity while being in alignment with the university mission as a whole. You can think of missions, goals, and outcomes/objectives as expressions of desired conditions that start out very broad and become increasingly more specific.

The statement can be 40,000 characters long, with space below the statement for additional information up to 4,000 characters. A Mission/Purpose statement can be edited or deleted once created.

- How to Add a Mission/Purpose Statement:-
  1. Select the "Mission/Purpose" tool from the *Assessment* tab as shown in Figure 2b.
  2. Check the *Cycle and Entity Selection* to make sure you are choosing the current cycle and the correct entity. Users will only be able to see and select those entities for which they have read, read-write, or edit roles.

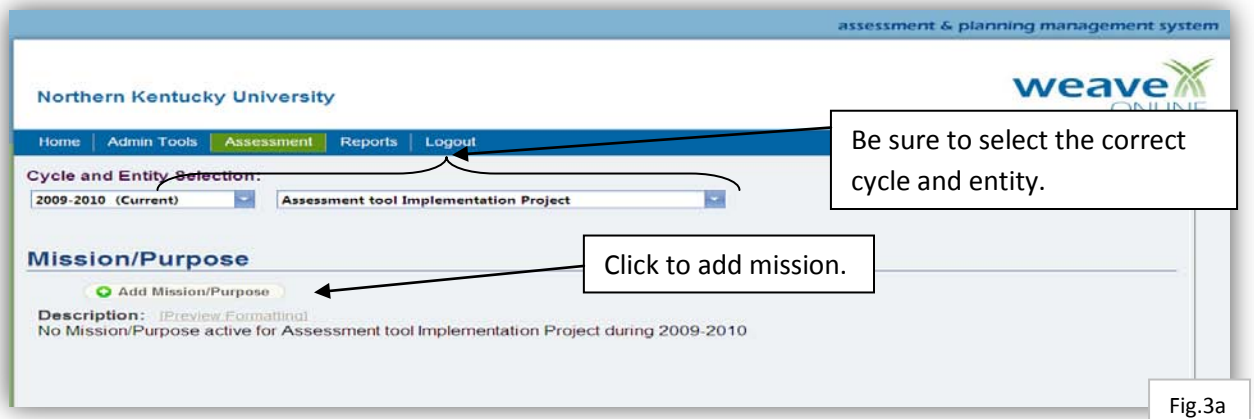


Fig.3a

  3. Click on *Add Mission/Purpose*.
     NOTE: If the entity has already entered a mission/purpose statement, then it will appear under "Description". If not, a statement to that effect will appear. (Fig. 3a)
  4. Enter the statement desired in the specified field. (Fig. 3b)
  5. Choose whether the statement is a *Draft* or is *Final*.
  6. Choose the desired *Active through Cycle*.
  7. Click *Save*.

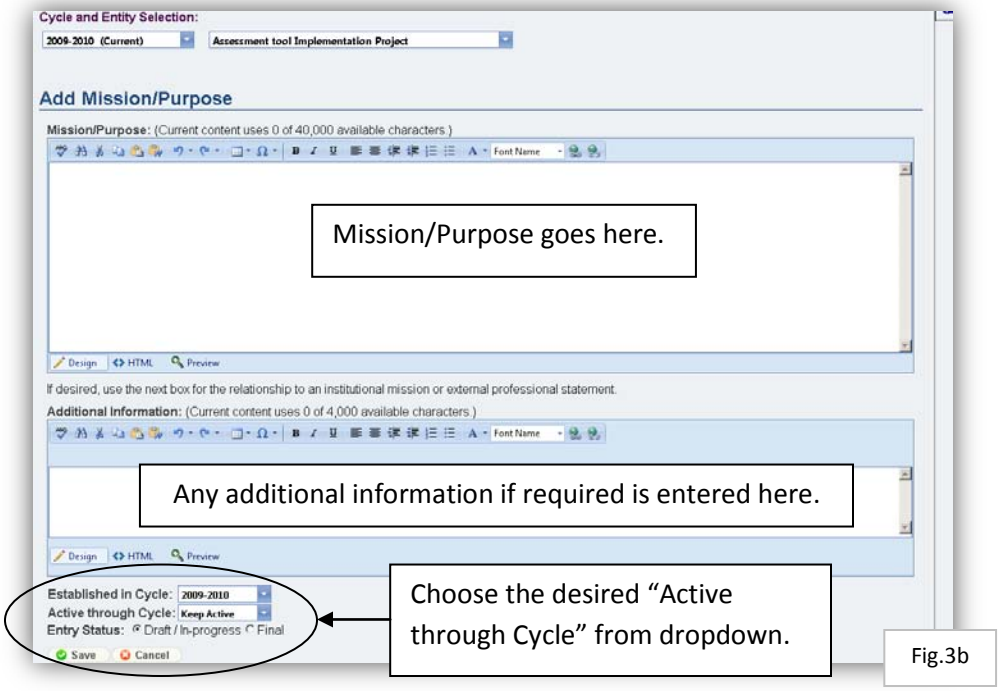

Cycle and Entity Selection:
2009-2010 (Current)
Assessment tool Implementation Project
Add Mission/Purpose
Mission/Purpose: (Current content uses 0 of 40,000 available characters.)
Mission/Purpose goes here.
If desired, use the next box for the relationship to an institutional mission or external professional statement.
Additional Information: (Current content uses 0 of 4,000 available characters.)
Any additional information if required is entered here.
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Entry Status: Draft / In-progress Final
Save
Cancel
Choose the desired "Active through Cycle" from dropdown.

Fig.3b

II. **Goals**: This option grants access to three sections: Goals, Outcomes/Objectives, and Measures & Findings. Before any information is entered here, it is important to understand the difference between goals and objectives.

Goal
- Long range outcome
- Broad statement
- Serves as umbrella for objectives and measures

Objective
- Shorter-range outcome
- SMART (Specific, Measurable, Achievable, Realistic, and Time Bound)

Goals are entered in the first section of the page. Each goal may have a short description (up to 128 characters) and a more detailed description (up to 4,000 characters). Creating goal statements can be helpful as the basis for framing objectives that are more specific, short-range, and measurable.

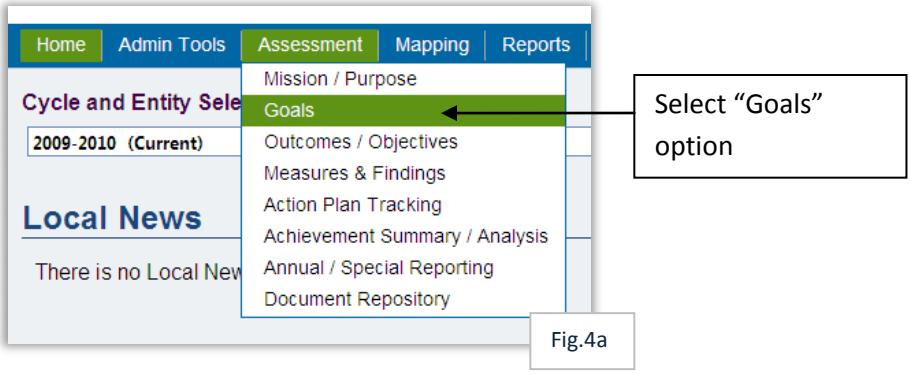


Fig.4a

- How to Add Goals:-
  1. Choose the "Goals" tool from the *Assessment* tab. (Fig. 4a)
  2. Check that the correct *Cycle and Entity* are selected. (Fig. 4b)
  3. Click on *Add.*
  4. Enter a condensed description of the goal. (Fig. 4c)
  5. Enter a more detailed description, if needed (up to 4,000 characters).
  6. Select the cycle in which the goal was established (defaults to current cycle).
  7. Indicate the cycle through which the goal will be active. Select *Keep Active* to carry it forward to the next cycle.
  8. Indicate whether the goal as stated is finalized or still a draft in progress.
  9. Indicate whether you would like the goal to be visible in this cycle.

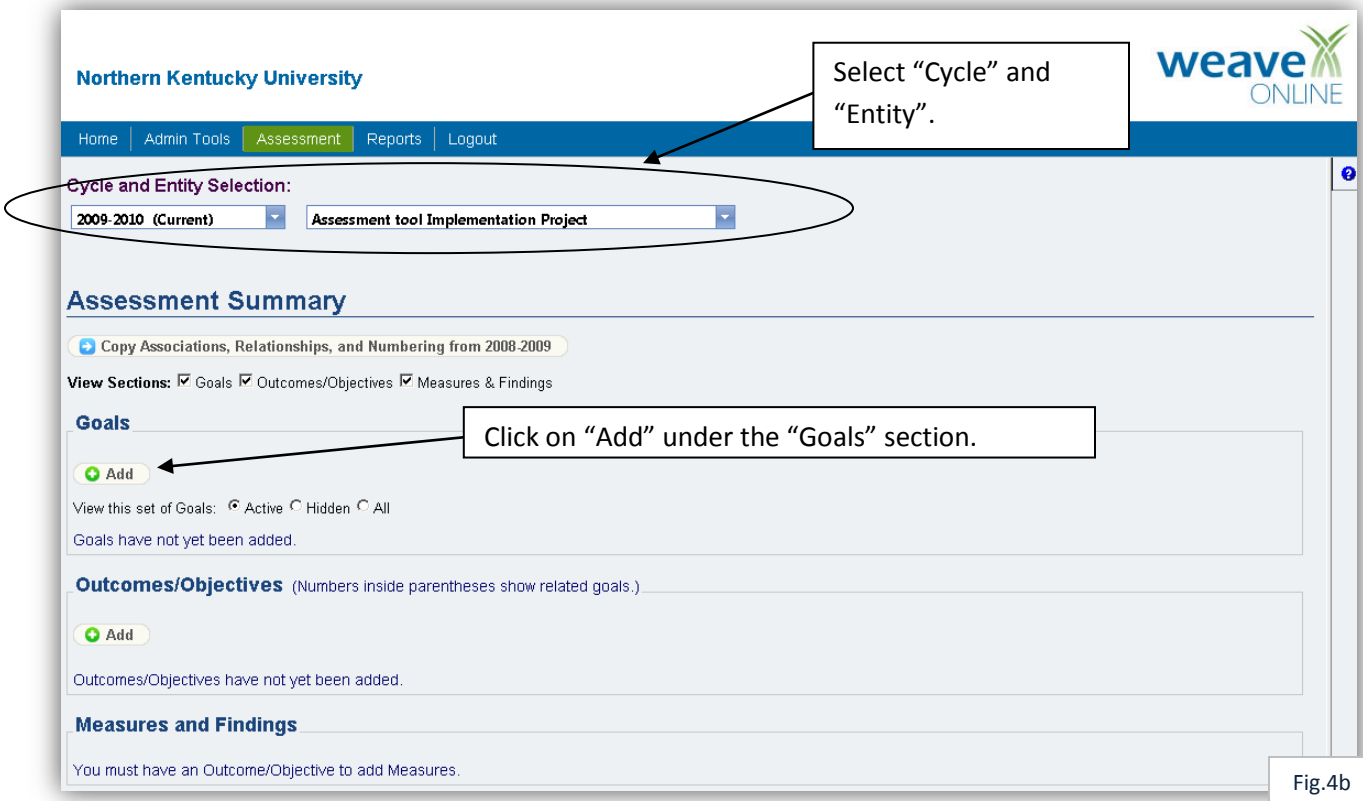


Fig.4b

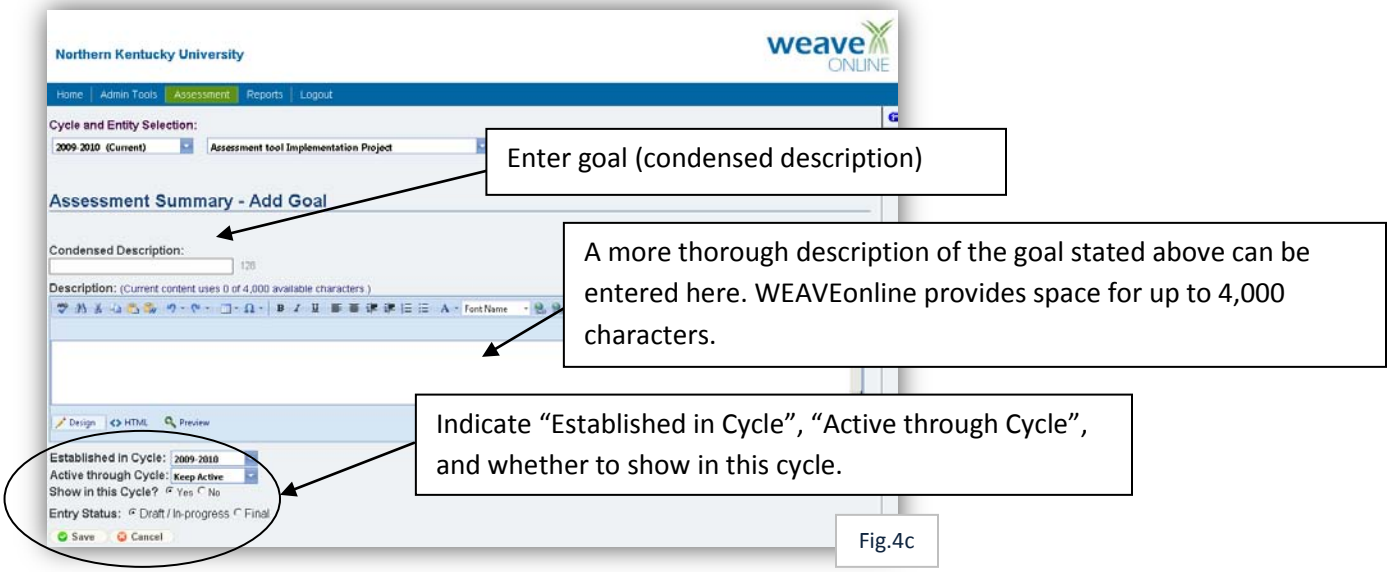

Northern Kentucky University
weave ONLINE
Home | Admin Tools | Assessment | Reports | Logout
Cycle and Entity Selection:
2009-2010 (Current)
Assessment tool Implementation Project
Assessment Summary - Add Goal
Condensed Description:
Description: (Current content uses 0 of 4,000 available characters)
Design | HTML | Preview
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Show in this Cycle? Yes No
Entry Status: Draft / In-progress Final
Save Cancel
Enter goal (condensed description)
A more thorough description of the goal stated above can be entered here. WEAVEonline provides space for up to 4,000 characters.
Indicate "Established in Cycle", "Active through Cycle", and whether to show in this cycle.

Fig.4c

III. **<u>Outcomes/Objectives</u>**: When formulating objectives, it may be helpful to think in terms of the end result or desired state of affairs. That is, once the objective is met, what change would you expect to see? The outcomes could be improvements to processes, increases or decreases in activities, or changes in responses from internal or external customers.

Additionally, objectives should be SMART. SMART is an acronym that is often used to determine how well an objective is formulated. A good objective is a SMART objective when it is:

Specific**:** Be clear about what your unit plans to accomplish, as well as when, where or how. For example, "we will expand our services" does not specify how or by how much or for how many customers the services will be expanded. Words such as develop, encourage and enhance lack specificity.

Measureable: Quantify your objective as to targets and benefits, so that your unit can determine if it has reached the objective.

Achievable: Know the objective is something that your unit can accomplish. It is acceptable to accomplish your objective in incremental steps over several years.

Realistic: Make sure the objective is something that can be done practically in a specific time frame or for a specific amount of money.

Time-Bound: When will the objective be done? Tie the objective to a specific time frame.

Be careful not to confuse objectives with action steps. For example, hiring a staff member is an action step. The goal is what will be achieved by the staff member. Ask yourself what you hope to accomplish by completing a specific action – this is your outcome.

Like goals, each objective in WEAVEonline may have a condensed description and a more detailed description.

NOTE: The words ***objective*** and ***outcome*** are used interchangeably within WEAVEonline. For that reason, they are also considered interchangeable in this manual.

- How to Add Outcomes/Objectives:-
  1. Choose the "Outcomes/Objectives" option from the *Assessment* tab drop down menu. (Fig. 5a)
  2. Click on *Add* under the "Outcomes/Objectives" section. (Fig. 5b)
  3. Enter an outcome/objective condensed description. (Fig. 5c)
  4. Enter a more detailed description, if needed (up to 4,000 characters).
  5. Indicate the cycle through which the outcome/objective will be active. Select *Keep Active* to carry it forward to the next cycle.
  6. Click heading links for association categories, such as Strategic Plan, for background information. (Fig. 5d)
  7. Establish associations to the outcome/objective. (Fig. 5e) ***See more specific instructions and examples in the "associations" section beginning on page 14.***
  8. Indicate whether the outcome/objective as stated is finalized or still a draft in progress. (Fig. 5f)
  9. *Save* your work.

Each outcome/ objective can be associated to specific items which it supports or impacts.

Specific instructions and information relating to associations is provided in the italicized text section immediately following the "How to Add Outcomes/ Objectives" steps.

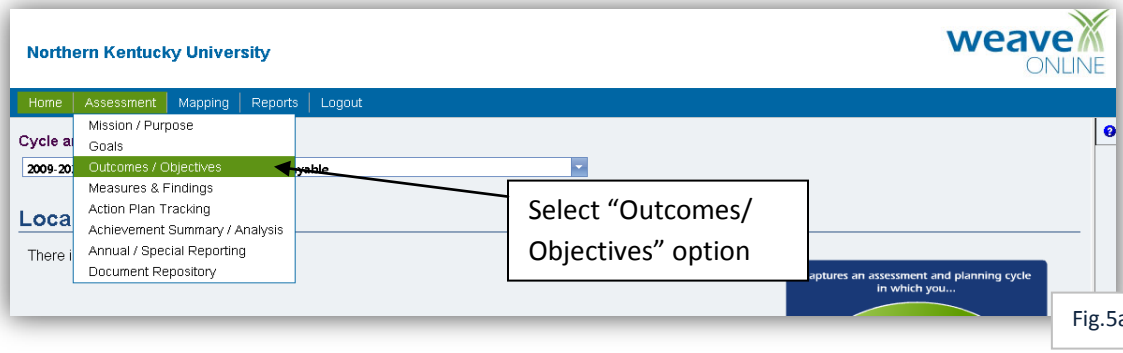


Fig.5a

Outcomes/Objectives (Numbers inside parentheses show related goals.)
Add
Outcomes/Objectives have not yet been added.
After clicking "Add" you will be directed to the page shown in Fig. 5c.

Fig.5b

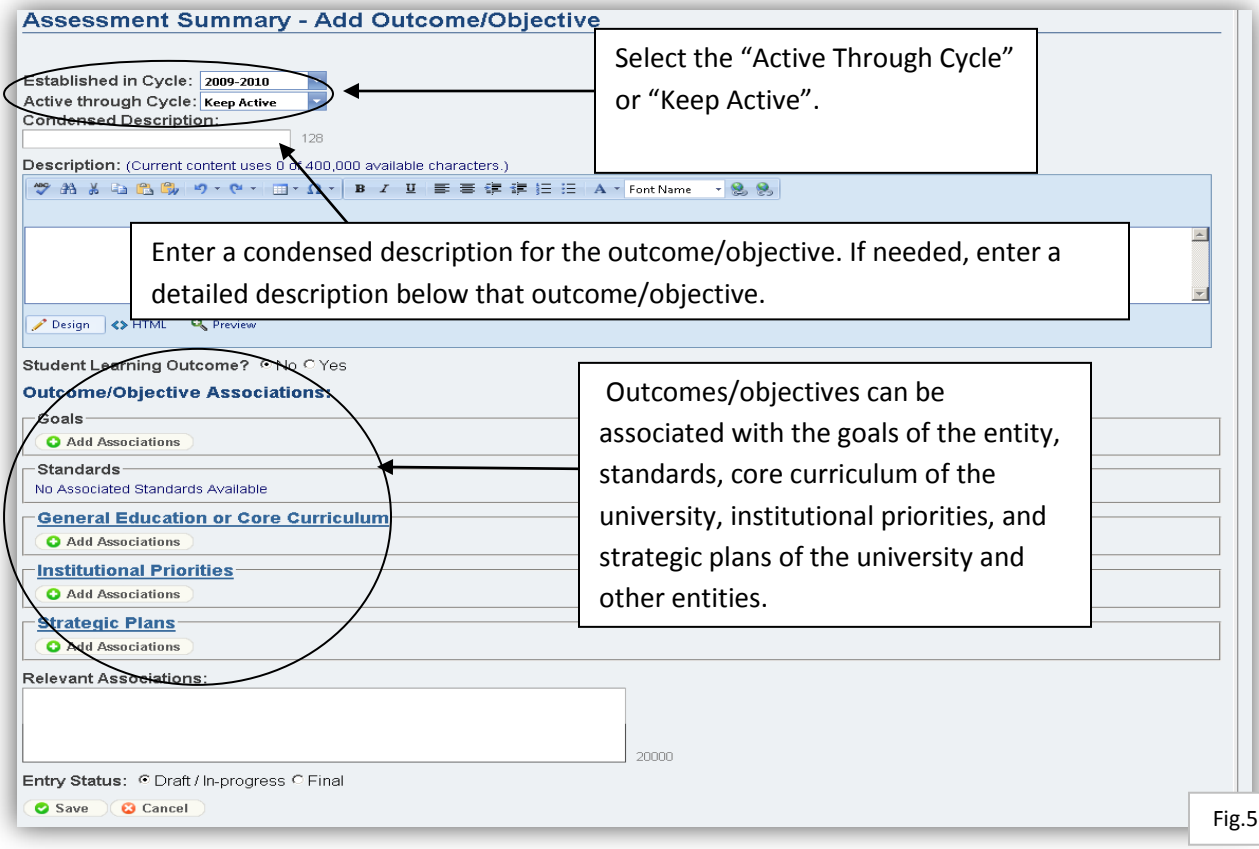

Assessment Summary - Add Outcome/Objective
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Condensed Description:
Description: (Current content uses 0 of 400,000 available characters.)
Select the "Active Through Cycle" or "Keep Active".
Enter a condensed description for the outcome/objective. If needed, enter a detailed description below that outcome/objective.
Student Learning Outcome? No Yes
Outcome/Objective Associations:
Goals
Add Associations
Standards
No Associated Standards Available
General Education or Core Curriculum
Institutional Priorities
Strategic Plans
Outcomes/objectives can be associated with the goals of the entity, standards, core curriculum of the university, institutional priorities, and strategic plans of the university and other entities.
Relevant Associations:
Entry Status: Draft / In-progress Final
Save
Cancel

Fig.5c

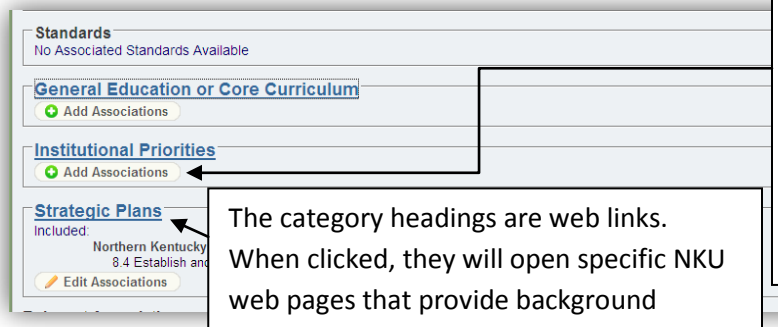

Standards
No Associated Standards Available
General Education or Core Curriculum
Add Associations
Institutional Priorities
Add Associations
Strategic Plans
Included:
Edit Associations
To associate an outcome/objective to standards, general education/core curriculum, institutional priorities, or strategic plans, click on "Add Associations" under the appropriate category. A list will appear for selection of the desired items.
The category headings are web links. When clicked, they will open specific NKU web pages that provide background information for that category.

Fig.5d

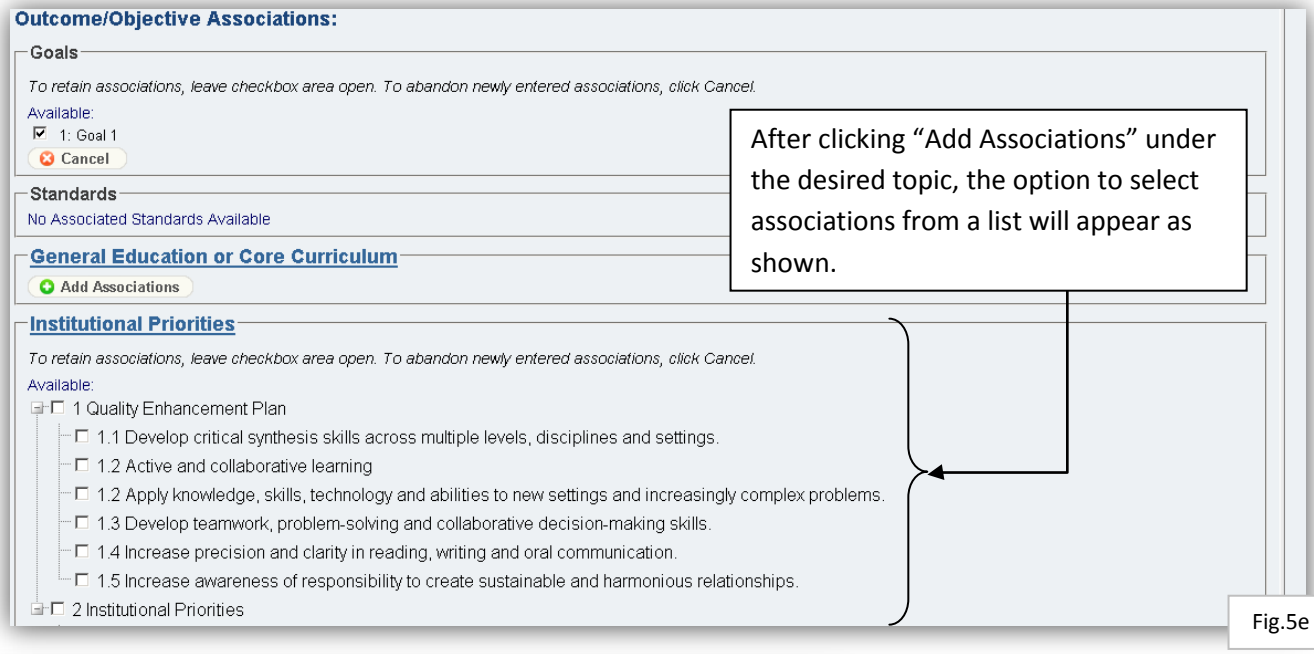

Outcome/Objective Associations:
Goals
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
1: Goal 1
Cancel
Standards
No Associated Standards Available
General Education or Core Curriculum
Add Associations
Institutional Priorities
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
1 Quality Enhancement Plan
1.1 Develop critical synthesis skills across multiple levels, disciplines and settings.
1.2 Active and collaborative learning
1.2 Apply knowledge, skills, technology and abilities to new settings and increasingly complex problems.
1.3 Develop teamwork, problem-solving and collaborative decision-making skills.
1.4 Increase precision and clarity in reading, writing and oral communication.
1.5 Increase awareness of responsibility to create sustainable and harmonious relationships.
2 Institutional Priorities
After clicking "Add Associations" under the desired topic, the option to select associations from a list will appear as shown.

Fig.5e

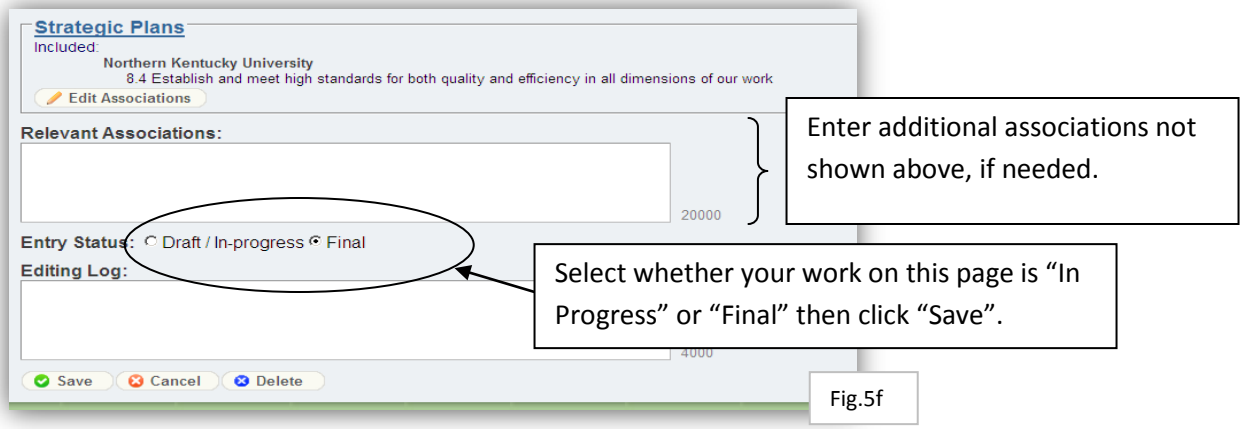

Strategic Plans
Included:
Northern Kentucky University
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work
Edit Associations
Relevant Associations:
20000
Entry Status: Draft / In-progress Final
Editing Log:
4000
Save
Cancel
Delete
Enter additional associations not shown above, if needed.
Select whether your work on this page is "In Progress" or "Final" then click "Save".

Fig.5f

Outcomes/Objectives Associations

After each outcome/objective is entered, it can be associated to one or more specific items which the outcome/objective supports or impacts. It can be associated to a goal of the same entity, a standard of the same entity, learning outcomes for general education/core curriculum, institutional priorities, and/or strategic plans. Users may also define their own associations to outcomes/objectives by using the "Relevant Associations" field. (This field provides space for up to 20,000 characters.)

The option to associate outcomes/objectives to goals will be available only if goals have been entered for the entity. (See Goals on page 9.) If the entity did not have any goals entered, then Goals will not appear as a category for association. The following section addresses associations more specifically.

The following are the categories to which you can associate outcomes/objectives:

- ***Standards-Groups*** *– Standards are yardsticks (referring to established performance criteria for programs or functional areas) against which organizations measure themselves. Standards may be developed internally or adopted from an external source such as the Council for the Advancement of Standards in Higher Education or the Association of Higher Education Facilities Officers to name a couple.*

  Associating entities to "standards-groups" enables the entities to then associate outcomes/objectives to the standards of those groups as well. Many academic programs have discipline-specific standards. Standards also exist for student affairs or academic advising functions. Standards-groups include a set of specific standards that may be associated with specific entities. (For example, a group could be named ABET (Accreditation Board for Engineering and Technology,) and the ABET group would include standards for ABET accreditation.

  Outcomes/objectives can only be associated to standards if the entity is part of a standards-group. Those who may want to add standards-groups are chairs, deans or directors. If you have questions regarding standards-groups, please discuss with your area's planning contact (see page 1). These individuals will work with the appropriate WEAVEonline administrator to establish standards-groups and/or associate your entity with a standards-group. Once your entity is associated with a standards-group, you may associate outcomes/objectives to these standards as shown in the example below (Fig.5e-1).

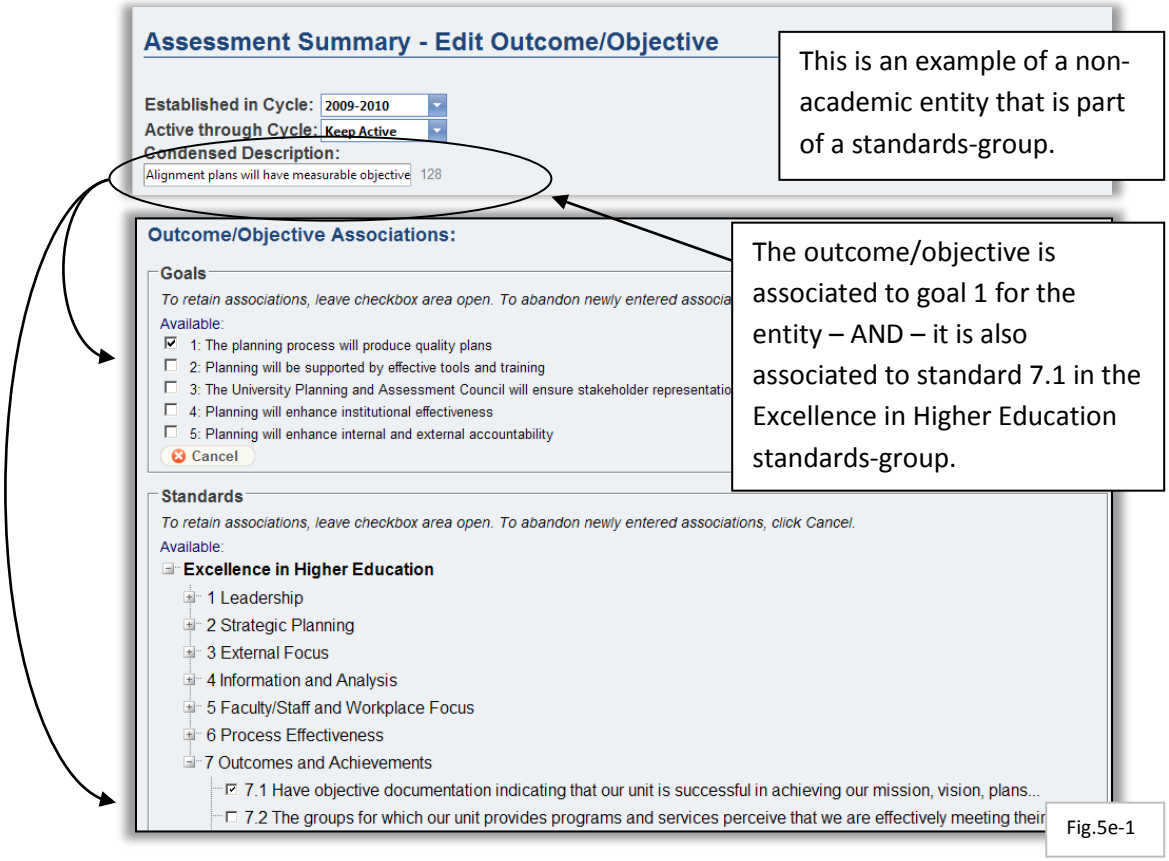

Assessment Summary - Edit Outcome/Objective
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Condensed Description:
Alignment plans will have measurable objective
128
This is an example of a non-academic entity that is part of a standards-group.
Outcome/Objective Associations:
Goals
To retain associations, leave checkbox area open. To abandon newly entered associa
Available:
1: The planning process will produce quality plans
2: Planning will be supported by effective tools and training
3: The University Planning and Assessment Council will ensure stakeholder representatio
4: Planning will enhance institutional effectiveness
5: Planning will enhance internal and external accountability
Cancel
The outcome/objective is associated to goal 1 for the entity – AND – it is also associated to standard 7.1 in the Excellence in Higher Education standards-group.
Standards
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
Excellence in Higher Education
1 Leadership
2 Strategic Planning
3 External Focus
4 Information and Analysis
5 Faculty/Staff and Workplace Focus
6 Process Effectiveness
7 Outcomes and Achievements
7.1 Have objective documentation indicating that our unit is successful in achieving our mission, vision, plans...
7.2 The groups for which our unit provides programs and services perceive that we are effectively meeting their

Fig.5e-1

If the entity is not part of a standards-group, then "Standards" will not appear as a category for association (Fig. 5e-2).

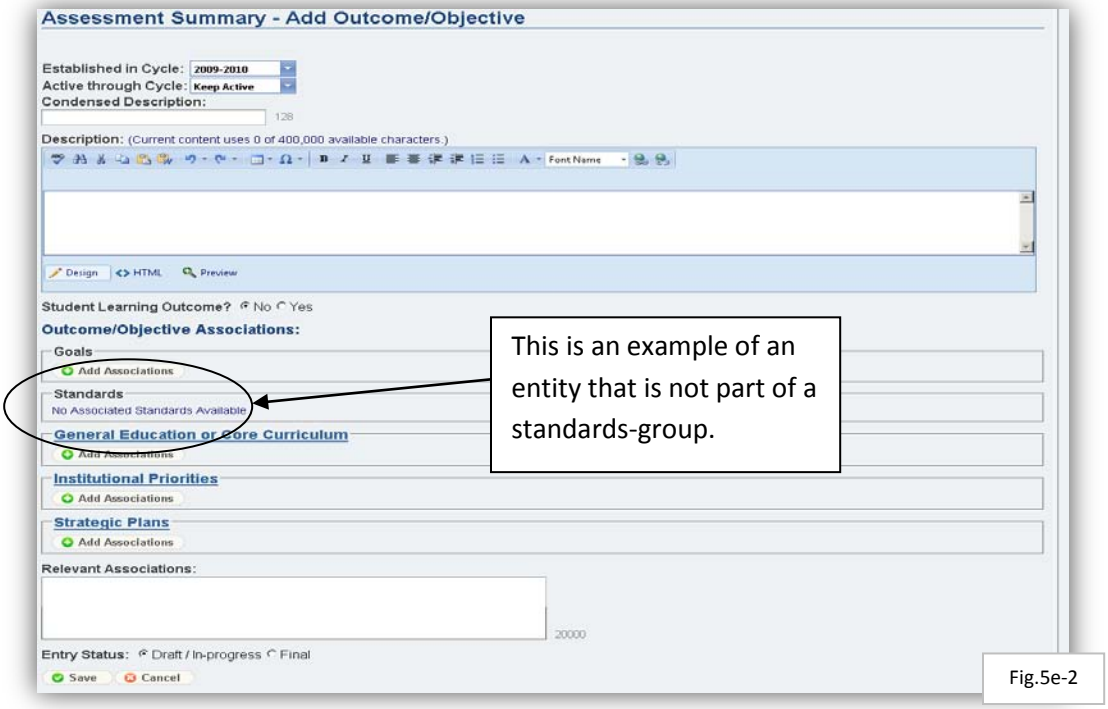


Fig.5e-2

- ***General Education/Core Curriculum*** *– Instructional entities have the option to link outcomes/objectives to General Education/Core Curriculum requirements as shown in Figure 5e-4.*

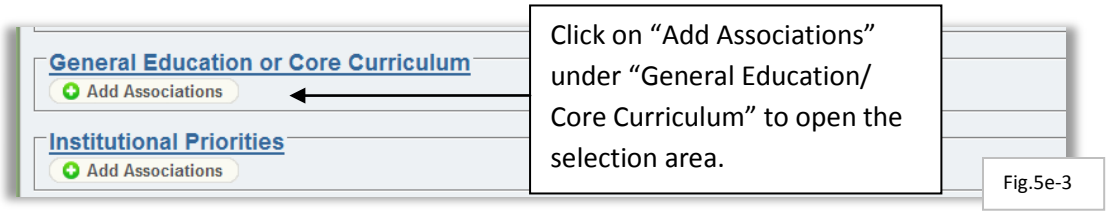

General Education or Core Curriculum
Add Associations
Institutional Priorities
Add Associations
Click on "Add Associations" under "General Education/ Core Curriculum" to open the selection area.

Fig.5e-3

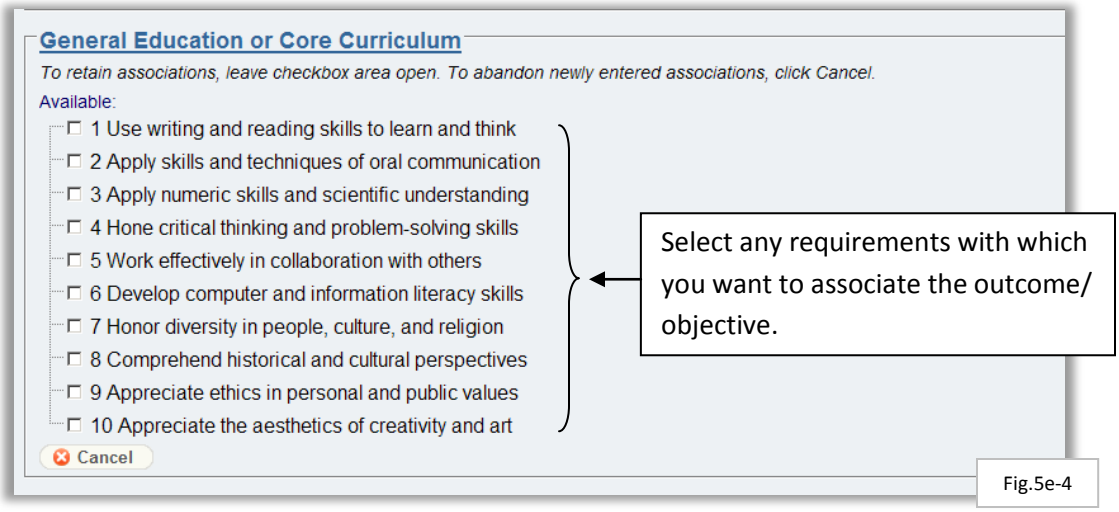

General Education or Core Curriculum
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
1 Use writing and reading skills to learn and think
2 Apply skills and techniques of oral communication
3 Apply numeric skills and scientific understanding
4 Hone critical thinking and problem-solving skills
5 Work effectively in collaboration with others
6 Develop computer and information literacy skills
7 Honor diversity in people, culture, and religion
8 Comprehend historical and cultural perspectives
9 Appreciate ethics in personal and public values
10 Appreciate the aesthetics of creativity and art
Cancel
Select any requirements with which you want to associate the outcome/ objective.

Fig.5e-4

- ***Institutional Priorities*** *– NKU is using this "associations" category to enable planning entities to link outcomes/objectives to two important areas: (1) Cross-Divisional Impact and (2) NKU's Executive Dashboard Indicators.*

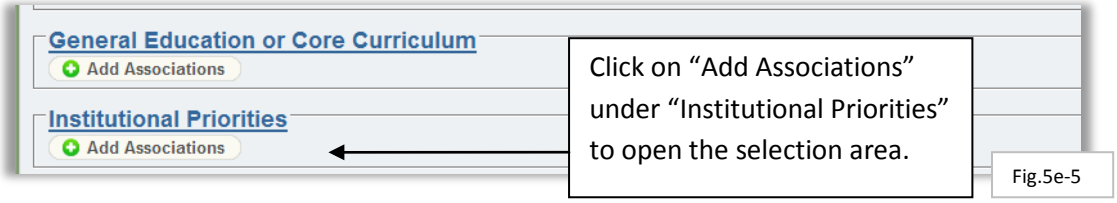

General Education or Core Curriculum
Add Associations
Institutional Priorities
Add Associations
Click on "Add Associations" under "Institutional Priorities" to open the selection area.

Fig.5e-5

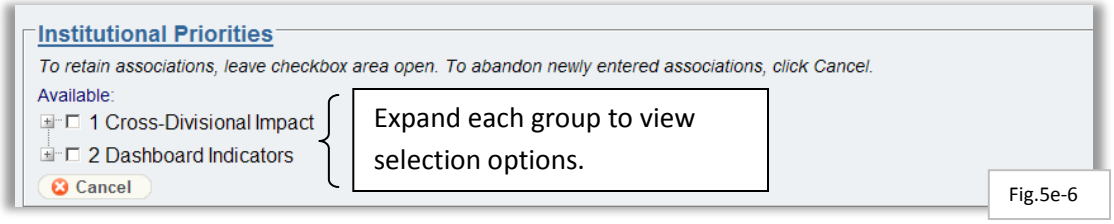
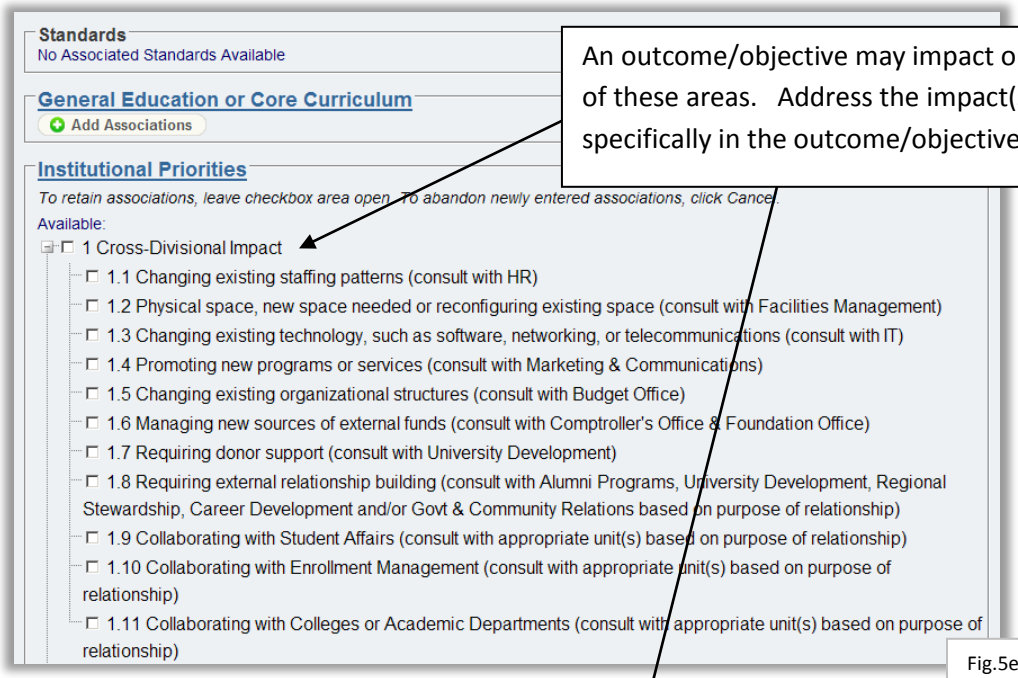

Institutional Priorities
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
1 Cross-Divisional Impact
2 Dashboard Indicators
Cancel
Expand each group to view selection options.

Fig.5e-6

Cross-Divisional Impact: NKU has adopted a checklist of items to ensure collaboration on initiatives that have cross-divisional impact. The checklist has been established in WEAVEonline so that planners may associate outcomes/objectives with items that have cross-divisional impact and require collaboration in planning and implementation.

All outcomes/objectives requiring the involvement or approval of other areas should be associated with the appropriate item on the checklist. These items may be accessed for association under "Institutional Priorities" (Fig. 5e-7). If an entity can manage the impact completely within their own entity, then the association is not necessary.

If an entity associates an outcome/objective with an item in the checklist, then that entity should also provide a statement within the objective text that addresses the specific requirement. This statement should be entered in ***bold italicized text*** *so that the impacts are easily identifiable. For instance, if an entity associates an objective to "Changing existing staffing patterns", then they should add a bold italicized comment in the objective text such as "****attainment of this objective will require the creation of two additional faculty positions and a full-time staff employee****" (Fig. 5e-8).*


Standards
No Associated Standards Available
General Education or Core Curriculum
Add Associations
Institutional Priorities
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
1 Cross-Divisional Impact
1.1 Changing existing staffing patterns (consult with HR)
1.2 Physical space, new space needed or reconfiguring existing space (consult with Facilities Management)
1.3 Changing existing technology, such as software, networking, or telecommunications (consult with IT)
1.4 Promoting new programs or services (consult with Marketing & Communications)
1.5 Changing existing organizational structures (consult with Budget Office)
1.6 Managing new sources of external funds (consult with Comptroller's Office & Foundation Office)
1.7 Requiring donor support (consult with University Development)
1.8 Requiring external relationship building (consult with Alumni Programs, University Development, Regional Stewardship, Career Development and/or Govt & Community Relations based on purpose of relationship)
1.9 Collaborating with Student Affairs (consult with appropriate unit(s) based on purpose of relationship)
1.10 Collaborating with Enrollment Management (consult with appropriate unit(s) based on purpose of relationship)
1.11 Collaborating with Colleges or Academic Departments (consult with appropriate unit(s) based on purpose of relationship)

An outcome/objective may impact one or more of these areas. Address the impact(s) more specifically in the outcome/objective text area.

Fig.5e-7

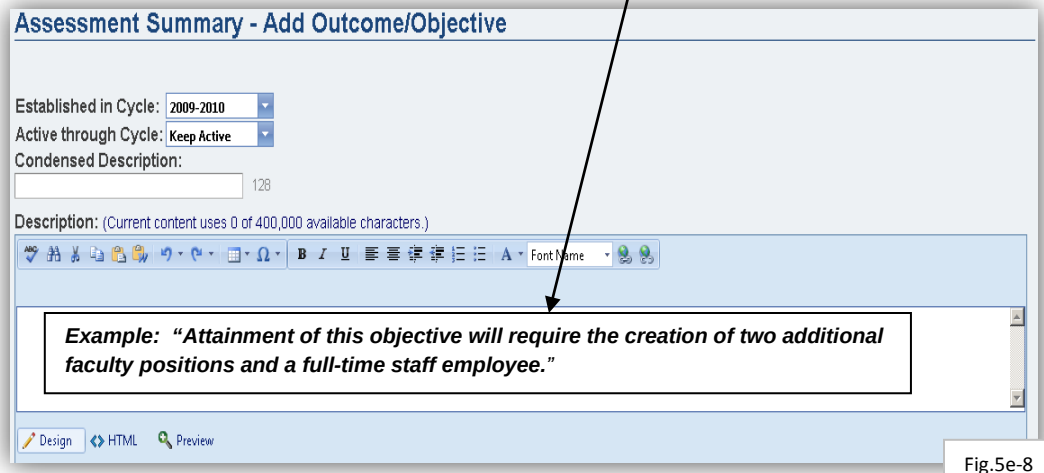

Assessment Summary - Add Outcome/Objective
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Condensed Description:
128
Description: (Current content uses 0 of 400,000 available characters.)
Font Name
Example: "Attainment of this objective will require the creation of two additional faculty positions and a full-time staff employee."
Design
HTML
Preview

Fig.5e-8

Executive Dashboard: Progress is measured at the institutional level by Executive Dashboard performance indicators that ensure NKU is accountable to members of our community, the region, and the Commonwealth of Kentucky. All planning entities should associate outcomes/objectives to all applicable dashboard indicators shown in Figure 5e-9. (Follow the steps outlined in Figures 5e-5 and 5e-6.)

Institutional Priorities
To retain associations, leave checkbox area open. To abandon newly entered associations, click Cancel.
Available:
1 Cross-Divisional Impact
2 Dashboard Indicators
2.1 Fall undergraduate enrollment
2.2 Fall graduate enrollment
2.3 Fall Chase College of Law enrollment
2.4 Fall transfers from KCTCS
2.5 Bachelor's degrees conferred
2.6 Graduate degrees conferred
2.7 Law degrees conferred
2.8 Bachelor's degrees conferred to racial/ethnic minorities
2.9 Graduate degrees conferred to racial/ethnic minorities
2.10 Law degrees conferred to racial/ethnic minorities
2.11 Six-year graduation rate for first-time freshmen
2.12 Annual undergraduate student credit hours
2.13 Average undergraduate class size (between 24.75 and 26)
2.14 Student/Faculty Ratio (up to 17:1)
2.15 Percent of full-time faculty that are tenured or tenure-track
2.16 Percent of course sections taught by tenured or tenure-track faculty
2.17 Number of P-12 students served through institutional partnerships
2.18 Number of P-12 teachers served through institutional partnerships
2.19 Number of institutional economic development partnerships
2.20 Number of Institutional P-12 partnerships
2.21 Amount of annual private gifts received
2.22 Alumni giving rate
2.23 Total grants & contracts expenditures
2.24 Improvement in NSSE scores for
2.24.1 Active and collaborative learning
2.24.2 Student-faculty interaction
2.24.3 Enriching educational experiences
2.24.3 Improvement in NSSE scores for
2.24.4 Supportive campus environment
2.24.5 Percent of students spending 1 hour or more a week volunteering
2.24.6 Percent of students participating in a community-based project
2.24.7 Percent of students responding that NKU experience has contributed to their voting in national, state, or local elections
2.24.8 Percent of students responding that NKU experience has contributed to their contributing to the welfare of their communities
Cancel

Fig.5e-9

- ***Strategic Plans**: Planning units should also associate goals and objectives to university-level, division-level, and/or college-level strategic plans as applicable. If a division or college has entered a strategic plan into WEAVEonline, this plan will appear as an option for association to those entities that report to the college or division. The university strategic plan is available to all entities for association to outcomes/objectives.*

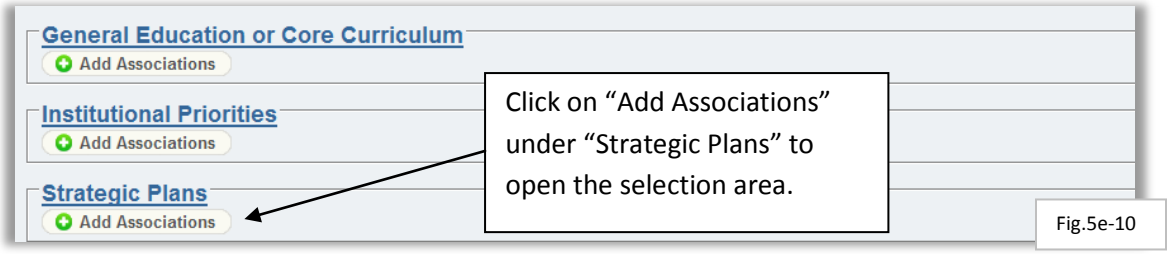


Fig.5e-10

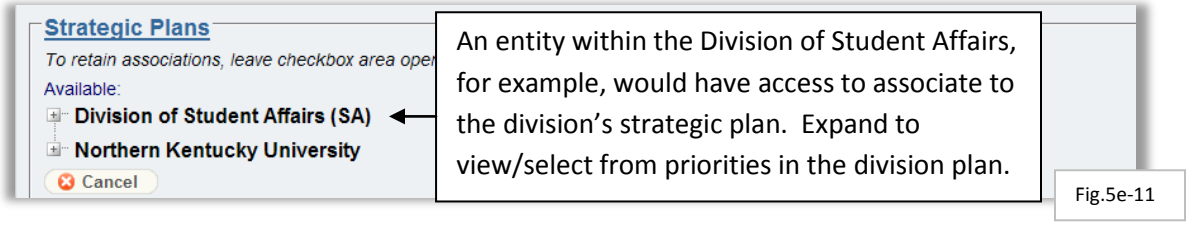

Strategic Plans
To retain associations, leave checkbox area open
Available:
Division of Student Affairs (SA)
Northern Kentucky University
Cancel
An entity within the Division of Student Affairs, for example, would have access to associate to the division's strategic plan. Expand to view/select from priorities in the division plan.

Fig.5e-11

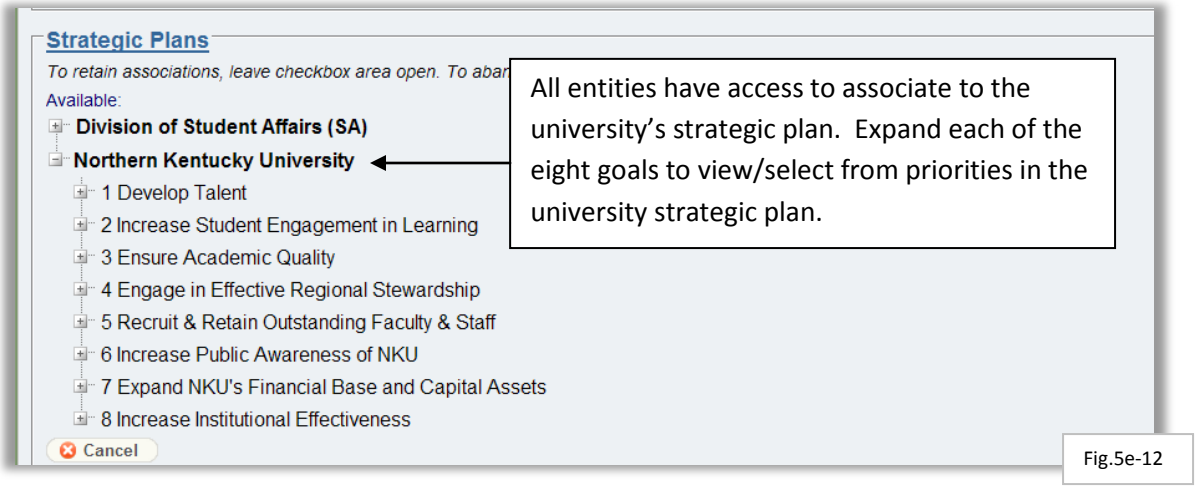

Strategic Plans
To retain associations, leave checkbox area open. To aban
Available:
Division of Student Affairs (SA)
Northern Kentucky University
1 Develop Talent
2 Increase Student Engagement in Learning
3 Ensure Academic Quality
4 Engage in Effective Regional Stewardship
5 Recruit & Retain Outstanding Faculty & Staff
6 Increase Public Awareness of NKU
7 Expand NKU's Financial Base and Capital Assets
8 Increase Institutional Effectiveness
Cancel
All entities have access to associate to the university's strategic plan. Expand each of the eight goals to view/select from priorities in the university strategic plan.

Fig.5e-12

IV. **Measures through Findings**:

A measure is a method to gauge achievement of expected results. The measure is not the actual target for achievement, but rather the approach used to evaluate whether the target was achieved. Measures encompass a wide variety of sources of information. Some examples include pre- and post-tests; system data; interviews; evaluations; standardized tests; comparison to standards; surveys; activity volume; and document analysis, but may include many other types of information sources.

This section of WEAVEonline will also include data for "Achievement Targets" and "Assessment Results/Findings". (See How to Add Achievement Targets on page 23.) You can add "Action Plans" as well only after achievement targets and findings have been entered. (Note: measures & findings cannot be added if there are no outcomes/objectives relationships).

- How to Add Measures:-
  1. Choose the "Measures & Findings" tool from the *Assessment* tab.
  2. Click on *Add* (outcomes/objectives must be previously added for the entity for this option to be available) as shown in Figure 6a. (See Fig. 4b on page 10 for a full-page view.)
  3. Choose the measure the best describes the tool you will use to assess the objective/outcome from the three columns listed as shown in Figure 6b.
  4. Click on *Save* to save your work.
  5. After a measure has been entered, you will have the option to add an *Achievement Target* to the measure-outcome/objective relationship pair. (See *Achievement Target* on page 23 for more information.)

NOTE: Each measure-outcome/objective relationship pair can have only one *Achievement Target* per cycle.

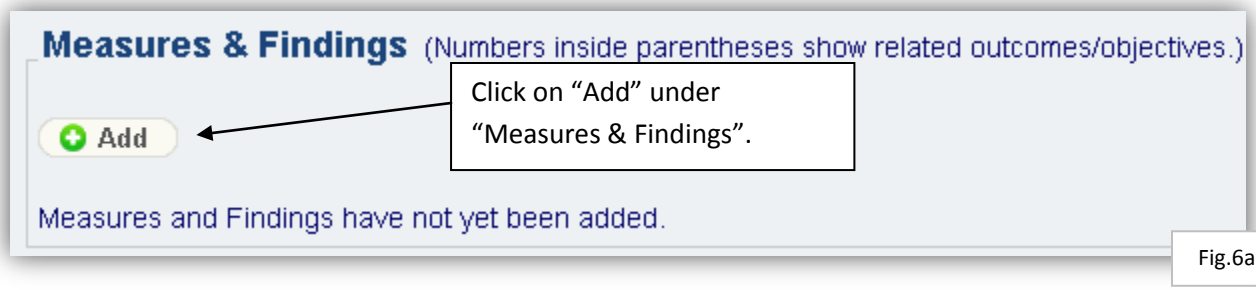
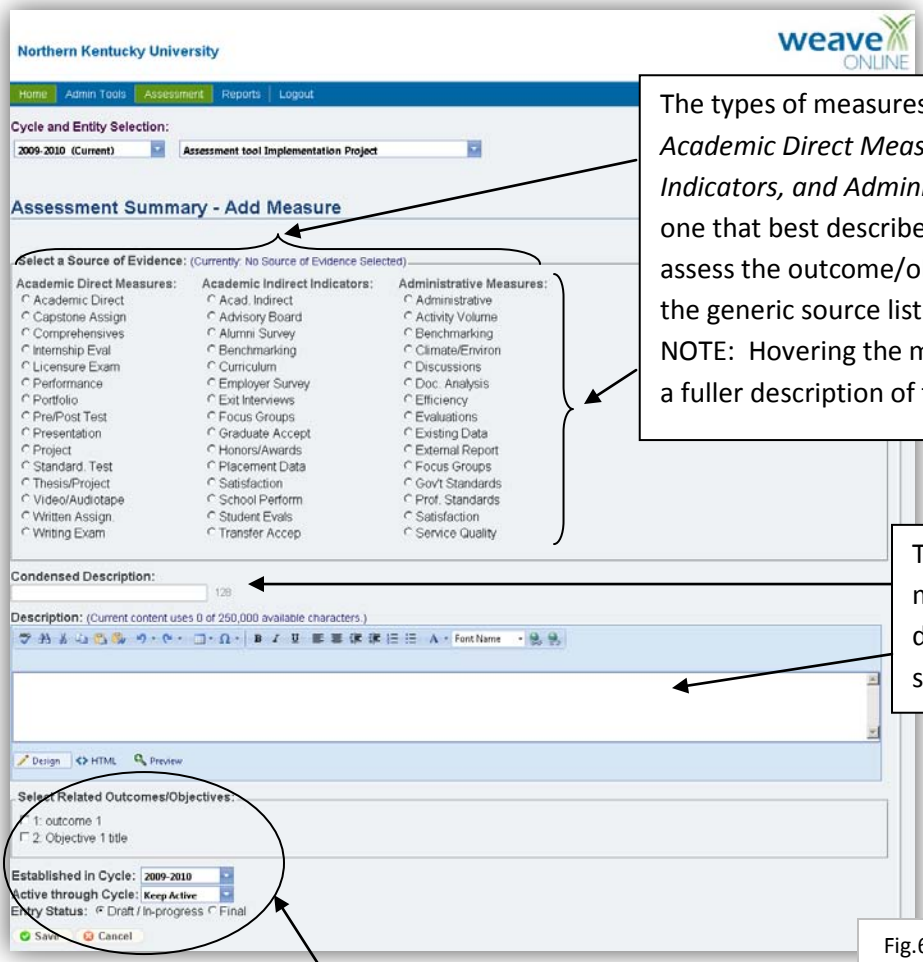

Measures & Findings (Numbers inside parentheses show related outcomes/objectives.)
Click on "Add" under "Measures & Findings".
Add
Measures and Findings have not yet been added.

Fig.6a



The types of measures are listed under 3 columns: *Academic Direct Measures, Academic Indirect Indicators, and Administrative Measures*. Select the one that best describes the tool you will be using to assess the outcome/objective. If it is not listed, choose the generic source listed on top of each column. NOTE: Hovering the mouse over a measure will reveal a fuller description of the measure.

Type the title of the measurement tool and the full description below in the fields shown.

Fig.6b

At least one related outcome/objective must be selected in order to save and proceed. Remember to choose the cycle through which you would like this measure/tool to be active. Indicate whether this is a work in progress or if the measure you just stated is final.

Achievement Target refers to the overall level for satisfactory performance within a reporting period. Achievement targets relate to outcomes/objectives and are expressed in terms of the measure selected. For example, graduation rates are measured using system data to count the number of students in a specific cohort and identifying the percent that graduate within a particular time period. This is a measure. An achievement target would be a graduation rate increase of ____% within one academic year.

This section can be accessed only after data has been entered and saved in "Measures & Findings". See How to Add Measures on page 21 for more information.

Each Measure-Outcome/Objective association has its own achievement target.

How to Add Achievement Targets:-

1. Choose the "Measures & Findings" tool from the *Assessment* tab.
2. After you have created and saved a measure, you can view the "Achievement Target" section as shown in Figure 7b.
3. Under the "Measures & Findings" section click on the grey arrow pointing towards the measure you added. (Daily Exams is shown as an example.)
4. Click on "Add Achievement Target" to enter target information. Each measure-outcome/objective association has its own achievement target; so if there were more than one measure-outcome/objective association, then another section (Outcome 2, etc.) will appear for entry of additional targets.
5. Enter the target that is desired for this measure-outcome/objective relationship. (See Figure 7b for more information.)
6. Select the "Active through Cycle".
7. Indicate whether the target entered requires further adjustments (in progress) or is final.
8. Click *Save* to save your work.
9. After a target has been entered, the option to add findings will appear.

NOTE: Generally speaking, achievement targets will be set at the start of a planning cycle and findings will be added at the end of a planning cycle.

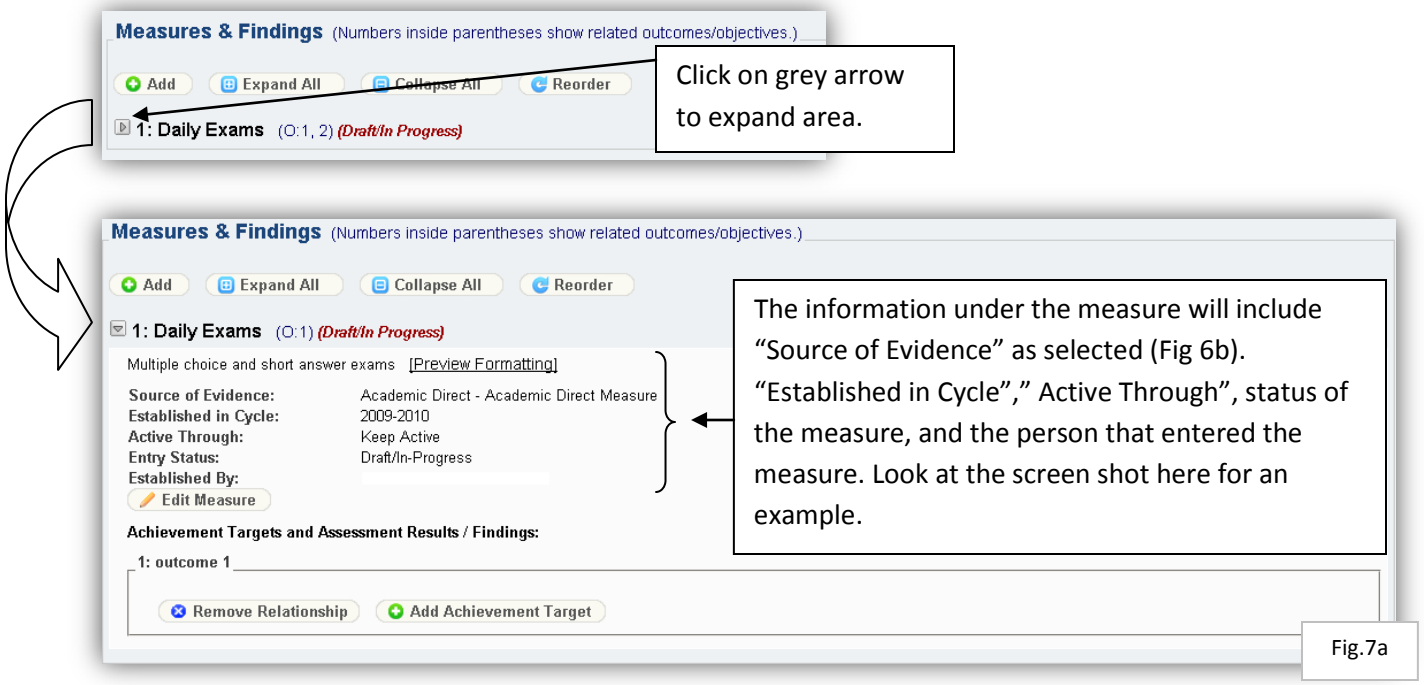

Measures & Findings (Numbers inside parentheses show related outcomes/objectives.)
Add
Expand All
Collapse All
Reorder
1: Daily Exams (O:1, 2) (Draft/In Progress)
Click on grey arrow to expand area.
Measures & Findings (Numbers inside parentheses show related outcomes/objectives.)
Add
Expand All
Collapse All
Reorder
1: Daily Exams (O:1) (Draft/In Progress)
Multiple choice and short answer exams [Preview Formatting]
Source of Evidence: Academic Direct - Academic Direct Measure
Established in Cycle: 2009-2010
Active Through: Keep Active
Entry Status: Draft/In-Progress
Established By:
Edit Measure
Achievement Targets and Assessment Results / Findings:
1: outcome 1
Remove Relationship
Add Achievement Target
The information under the measure will include "Source of Evidence" as selected (Fig 6b). "Established in Cycle"," Active Through", status of the measure, and the person that entered the measure. Look at the screen shot here for an example.

Fig.7a

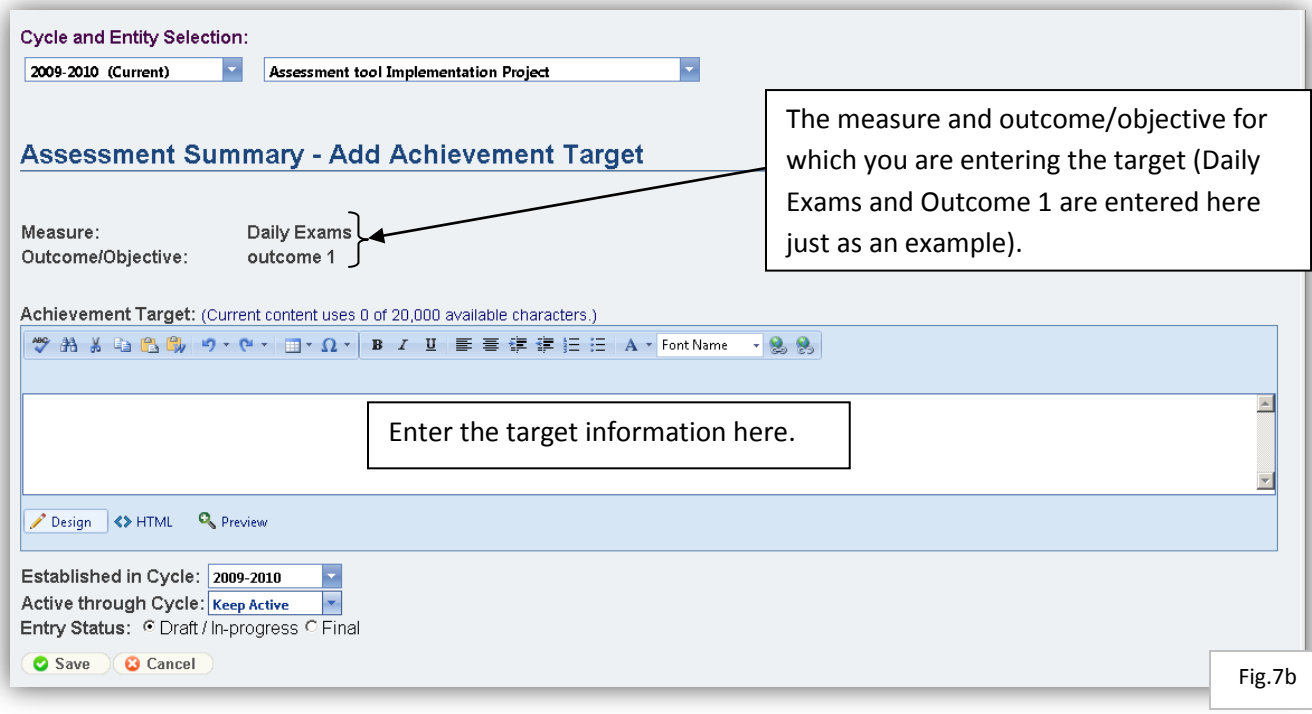

Cycle and Entity Selection:
2009-2010 (Current)
Assessment tool Implementation Project
Assessment Summary - Add Achievement Target
Measure: Daily Exams
Outcome/Objective: outcome 1
The measure and outcome/objective for which you are entering the target (Daily Exams and Outcome 1 are entered here just as an example).
Achievement Target: (Current content uses 0 of 20,000 available characters.)
Font Name
Enter the target information here.
Design
HTML
Preview
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Entry Status: Draft / In-progress Final
Save
Cancel

Fig.7b

Findings: The results of the desired achievement target are recorded here. This section states the actual achievements to be compared to the planned targets.

- How to Add Findings:-
  1. Choose the "Measures & Findings" tool from the *Assessment* tab.
  2. Follow the instructions as shown on page 21 (see continuation of Figure 7 for additional information).
  3. Click on *Add Finding*. (Fig.7c)
  4. Click on *Save* after you are done with the assessment and have determined the target status.

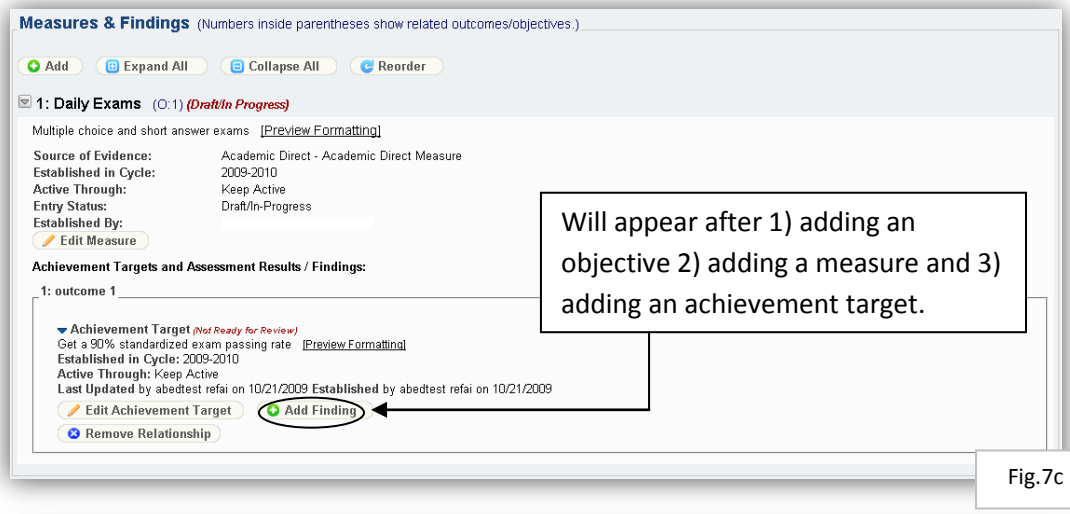

Measures & Findings (Numbers inside parentheses show related outcomes/objectives.)
Add
Expand All
Collapse All
Reorder
1: Daily Exams (O:1) (Draft/In Progress)
Multiple choice and short answer exams [Preview Formatting]
Source of Evidence: Academic Direct - Academic Direct Measure
Established in Cycle: 2009-2010
Active Through: Keep Active
Entry Status: Draft/In-Progress
Established By:
Edit Measure
Achievement Targets and Assessment Results / Findings:
1: outcome 1
Achievement Target (Not Ready for Review)
Get a 90% standardized exam passing rate [Preview Formatting]
Established in Cycle: 2009-2010
Active Through: Keep Active
Last Updated by abedtest refai on 10/21/2009 Established by abedtest refai on 10/21/2009
Edit Achievement Target
Add Finding
Remove Relationship
Will appear after 1) adding an objective 2) adding a measure and 3) adding an achievement target.

Fig.7c

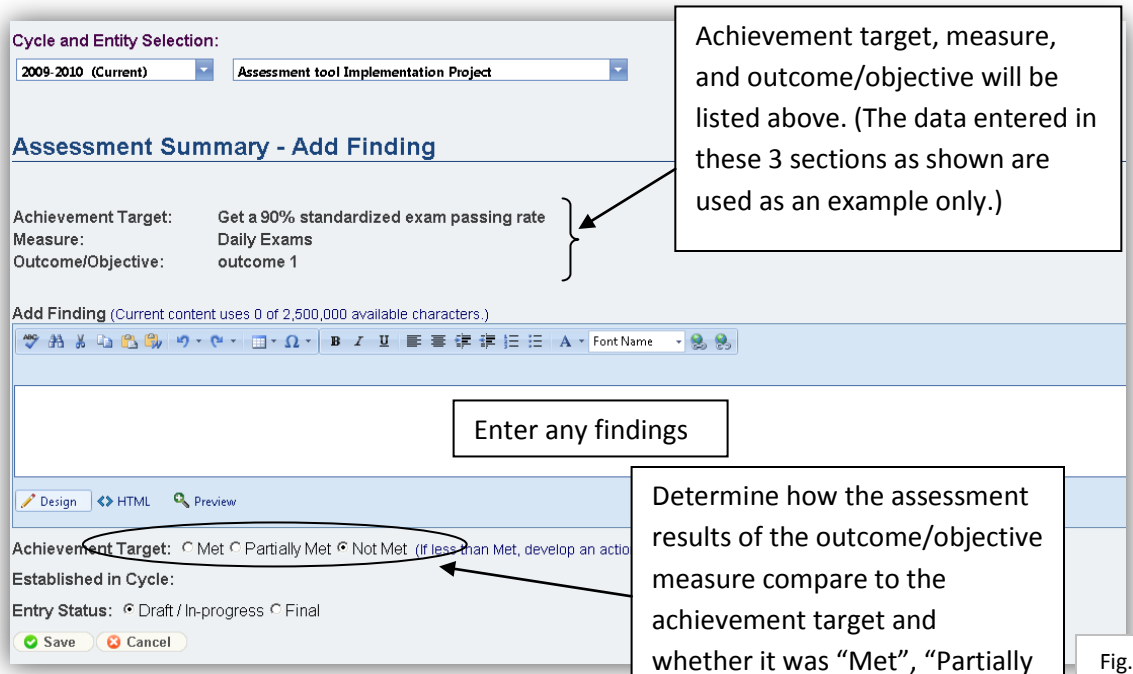

Cycle and Entity Selection:
2009-2010 (Current)
Assessment tool Implementation Project
Assessment Summary - Add Finding
Achievement Target: Get a 90% standardized exam passing rate
Measure: Daily Exams
Outcome/Objective: outcome 1
Achievement target, measure, and outcome/objective will be listed above. (The data entered in these 3 sections as shown are used as an example only.)
Add Finding (Current content uses 0 of 2,500,000 available characters.)
Font Name
Enter any findings
Design
HTML
Preview
Achievement Target: Met Partially Met Not Met
Established in Cycle:
Entry Status: Draft / In-progress Final
Save
Cancel
Determine how the assessment results of the outcome/objective measure compare to the achievement target and whether it was "Met", "Partially Met", or "Not Met".

Fig.7d

V. **<u>Action Plan Tracking</u>:** An action plan may be necessary to help an entity better accomplish the intended outcomes/objectives. An action plan may identify action steps to be carried out over a short range, as in one year, or over a longer range, as in three years. Objectives are often stated in the form of actions to be taken, but this should be avoided. It may help to distinguish the two by thinking in terms of the reasons behind the action steps. For example, implementing a new software program is not an end of itself. It is an action taken to improve upon a process or the management of information. The process improvement is the objective. Implementing software is the action plan.

This section should include the action steps planned to reach the outcomes/objectives and/or to fulfill the mission/purpose of the entity. Action plans should be checked and updated periodically.

The plans are classified as one of five statuses:

Planned, In Progress, Finished, On-Hold, and *Terminated* (Fig. 8a).

- How to Add an Action Plan:-
    1. Choose the "Action Plan Tracking" tool from the *Assessment* tab.
    2. Click on "Add Enhancement Action".
    3. Enter the following (Figure 8b):
        i. Status: Identify the current status of the plan (planned, in progress, finished, on hold, or terminated).
        ii. Condensed Description: Provide a short description in the specified sections.
        iii. Target Date: Enter the date by which the plan is intended to be implemented.
        iv. Priority: Assign priority of the plan (high, medium, or low).
        v. Person/s Responsible: Identify person(s) responsible for ensuring the plan is progressing.
        vi. Additional Resources Needed: This section may include a description of the resources required in terms of faculty and staff support, space requirements, operating, and equipment needs.
        vii. Budget Amount: Reflect the total dollar amount allocated for the objective in support of the resources described above.

It is assumed that objectives can be carried out with existing resources. Plans are not being used to support budget requests. Therefore, unless directed otherwise, these two fields should be left blank for new resources. If new resources are received to support certain objectives, then the entity may update the plan to reflect the funding received.

4. Indicate the cycle in which the plan will be completed.
5. Indicate whether the plan entered is still a work in progress or a final version.
6. Click on *Save* to save the plan.

NOTE: An Action Plan can be associated with an Outcome/Objective. To invoke this association, select *Edit Relationships* under *Measure-Outcome/Objective Relationships*. (See Fig. 8b for more details.)

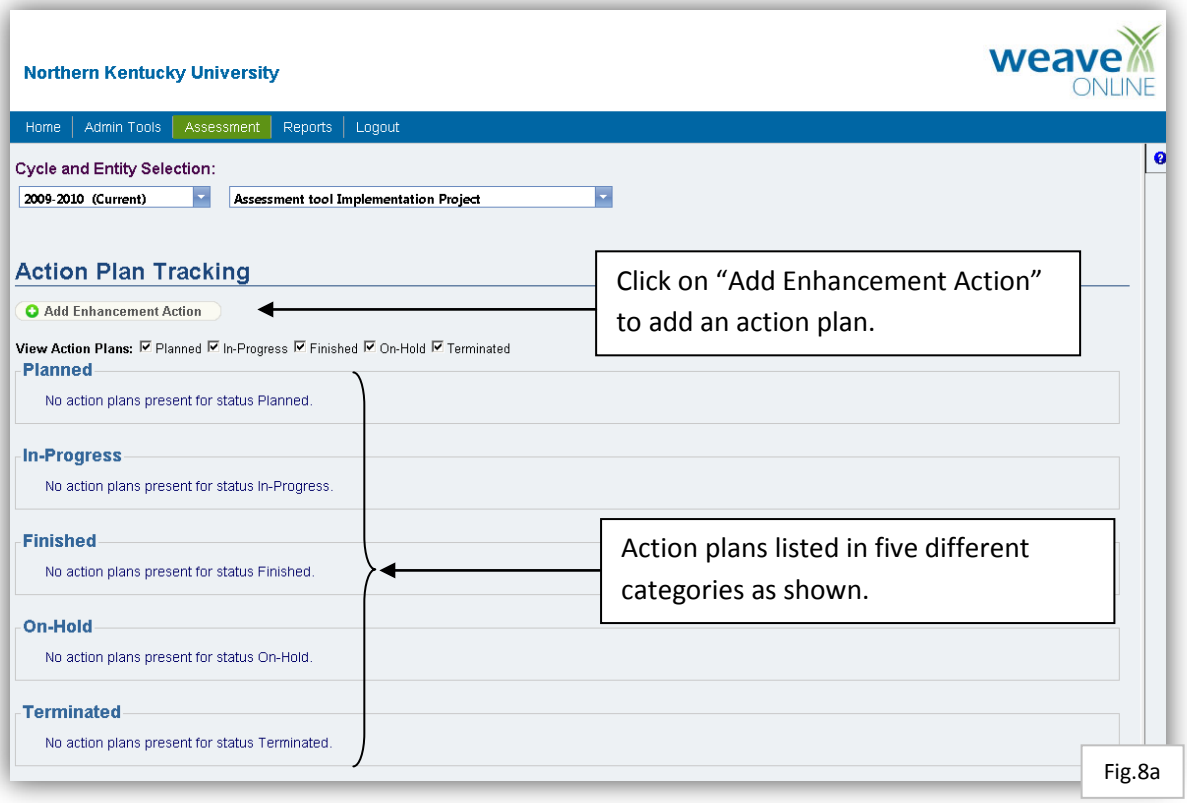


Fig.8a

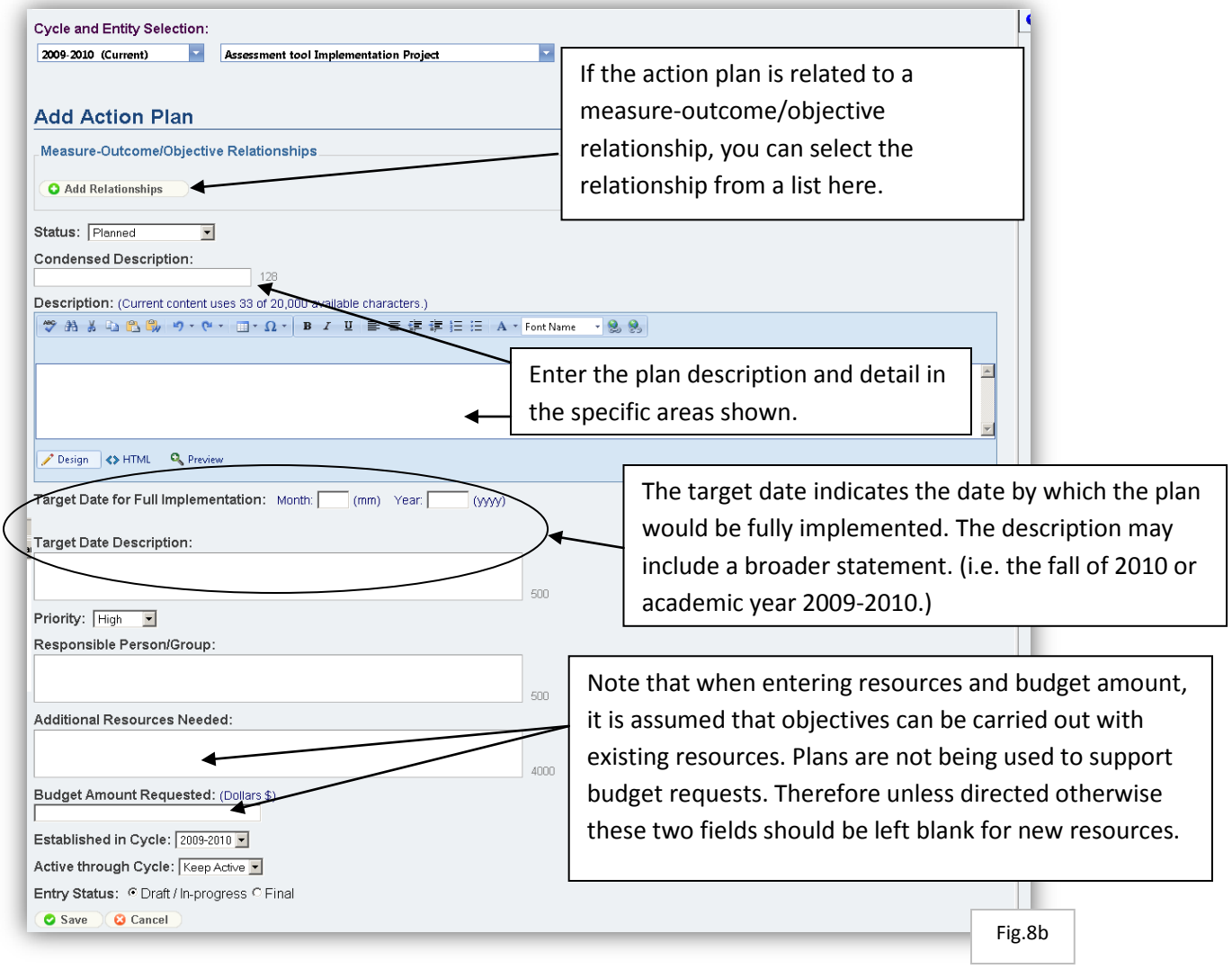

Cycle and Entity Selection:
2009-2010 (Current)
Assessment tool Implementation Project
Add Action Plan
Measure-Outcome/Objective Relationships
Add Relationships
If the action plan is related to a measure-outcome/objective relationship, you can select the relationship from a list here.
Status: Planned
Condensed Description:
128
Description: (Current content uses 33 of 20,000 available characters.)
Font Name
Enter the plan description and detail in the specific areas shown.
Design
HTML
Preview
Target Date for Full Implementation: Month: (mm) Year: (yyyy)
Target Date Description:
500
The target date indicates the date by which the plan would be fully implemented. The description may include a broader statement. (i.e. the fall of 2010 or academic year 2009-2010.)
Priority: High
Responsible Person/Group:
500
Additional Resources Needed:
4000
Budget Amount Requested: (Dollars $)
Note that when entering resources and budget amount, it is assumed that objectives can be carried out with existing resources. Plans are not being used to support budget requests. Therefore unless directed otherwise these two fields should be left blank for new resources.
Established in Cycle: 2009-2010
Active through Cycle: Keep Active
Entry Status: Draft / In-progress Final
Save
Cancel

Fig.8b

Closing the Loop - The purpose of evaluating and reporting on progress is to gather information that determines whether action plans have been effective in progressing toward desired objectives. Formally reporting progress demonstrates to our external stakeholders that NKU is pursuing institutional effectiveness through systematic review of results.

Findings from such reviews inform future improvements to processes and services, and modifications to objectives if appropriate. They are a source of management information to guide decisions about future actions, not a basis for punitive action. When progress report findings from all organizational units are taken as a whole, they provide a snapshot of university performance in relation to strategic goals.

Analysis Questions and Achievement Target Summary

VI. Achievement Summary/Analysis**:** NKU will utilize this area of WEAVEonline to report on progress made toward expected outcomes/objectives, address areas for improvement, discuss outstanding achievements not included in the original plan, and to provide user feedback regarding the use of WEAVEonline for the process.

Some divisions may use Analysis Questions internally; therefore, the questions will be specifically coded for identification. Completion of the questions preceded by the word "All" is required from all organizational units that have alignment plans.

- How to Add a Response to an Analysis Question:-
  1. Select the "Achievement Summary/Analysis" tool from the *Assessment* tab. (Fig. 9a)

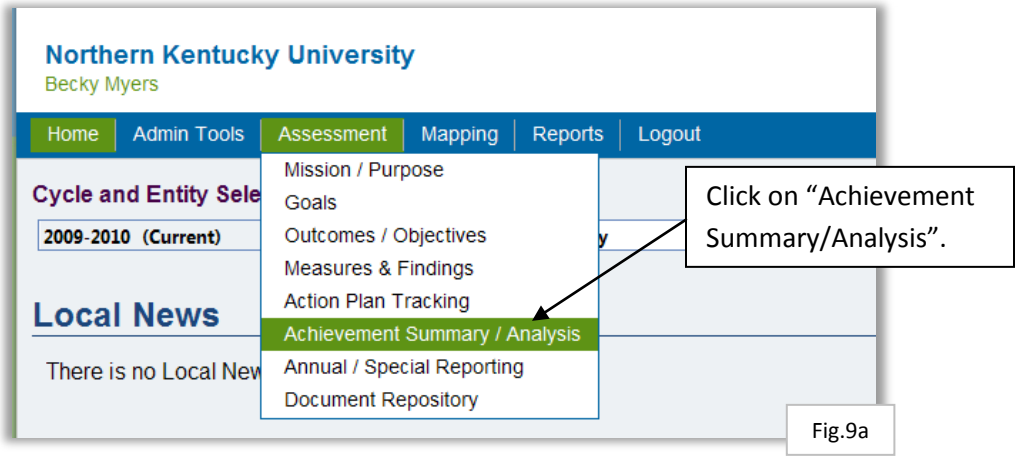


Fig.9a

  2. Check the *Cycle and Entity Selection* to make sure you are choosing the current cycle and the correct entity.
  3. Click on *Expand All* to open the *Add Answer* area for each question. (Fig. 9b)
  4. Click on *Add Answer* to open up the text response area. (Fig. 9b)

Analysis questions required for annual progress reporting are preceded by the word "All" meaning that all units with an alignment plan must respond to these questions.

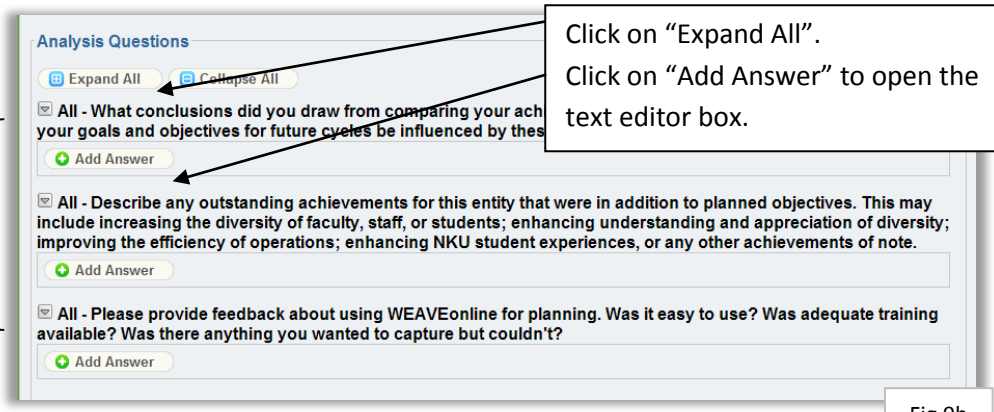

Analysis Questions
Expand All
Collapse All
All - What conclusions did you draw from comparing your ach
your goals and objectives for future cycles be influenced by thes
Add Answer
All - Describe any outstanding achievements for this entity that were in addition to planned objectives. This may include increasing the diversity of faculty, staff, or students; enhancing understanding and appreciation of diversity; improving the efficiency of operations; enhancing NKU student experiences, or any other achievements of note.
Add Answer
All - Please provide feedback about using WEAVEonline for planning. Was it easy to use? Was adequate training available? Was there anything you wanted to capture but couldn't?
Add Answer
Click on "Expand All".
Click on "Add Answer" to open the text editor box.

Fig.9b

5. Enter the response in the text editor area. The response can be up to 400,000 characters in length. (Fig. 9c)
6. Choose whether the answer is a *Draft* or is *Final*. (Fig. 9c)
7. Click *Save*.

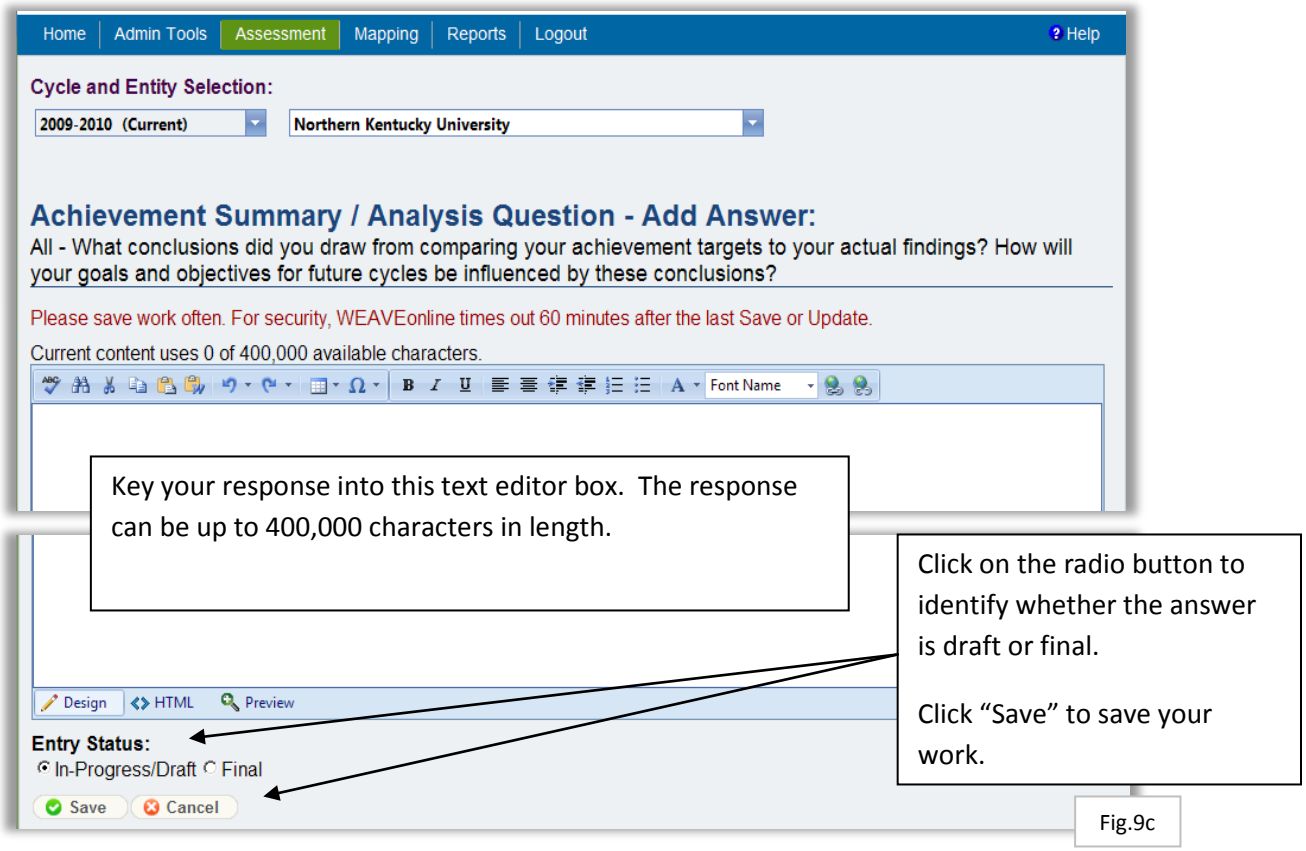

Home
Admin Tools
Assessment
Mapping
Reports
Logout
Help
Cycle and Entity Selection:
2009-2010 (Current)
Northern Kentucky University
Achievement Summary / Analysis Question - Add Answer:
All - What conclusions did you draw from comparing your achievement targets to your actual findings? How will your goals and objectives for future cycles be influenced by these conclusions?
Please save work often. For security, WEAVEonline times out 60 minutes after the last Save or Update.
Current content uses 0 of 400,000 available characters.
Font Name
Key your response into this text editor box. The response can be up to 400,000 characters in length.
Design
HTML
Preview
Entry Status:
In-Progress/Draft
Final
Save
Cancel
Click on the radio button to identify whether the answer is draft or final.
Click "Save" to save your work.

Fig.9c

VII. Annual/Special Reporting**:** The Annual/Special Reporting feature of WEAVEonline is not in use at this time.

VIII. Document Repository: The Document Repository allows entities to upload electronic files to a folder for the entity. Once uploaded, your documents can be connected with one or more assessment sections, from Mission/Purpose through Assessment Results/Findings and Action Plans and on to Analysis Questions.

The repository is cycle based. Since you can control what cycle the document should be available and what cycle the document should no longer be available, a document only needs to be loaded once. Documents that have been connected to assessment sections show as hyperlinks within those sections. Clicking a document hyperlink opens the document for viewing. The Analysis Questions section must include responses in order for connected documents to be shown in reports such as the Detailed Assess Report (DAR). Consider adding a response of, "See attached document" if a more detailed response is not needed.

NOTE: Individually identifiable information (such as examples of work that includes students' names) should not be posted in the repository.

NOTE: In order to open/view a document in the repository, a person will need to have the correct application on their computer. A good rule of thumb is to save documents in PDF format prior to uploading.

- How to Upload a Document to the Repository:-
  1. Select the "Document Repository" tool from the *Assessment* tab. (Fig. 10a)
  2. Check the *Cycle and Entity Selection* to make sure you are choosing the current cycle and the correct entity.

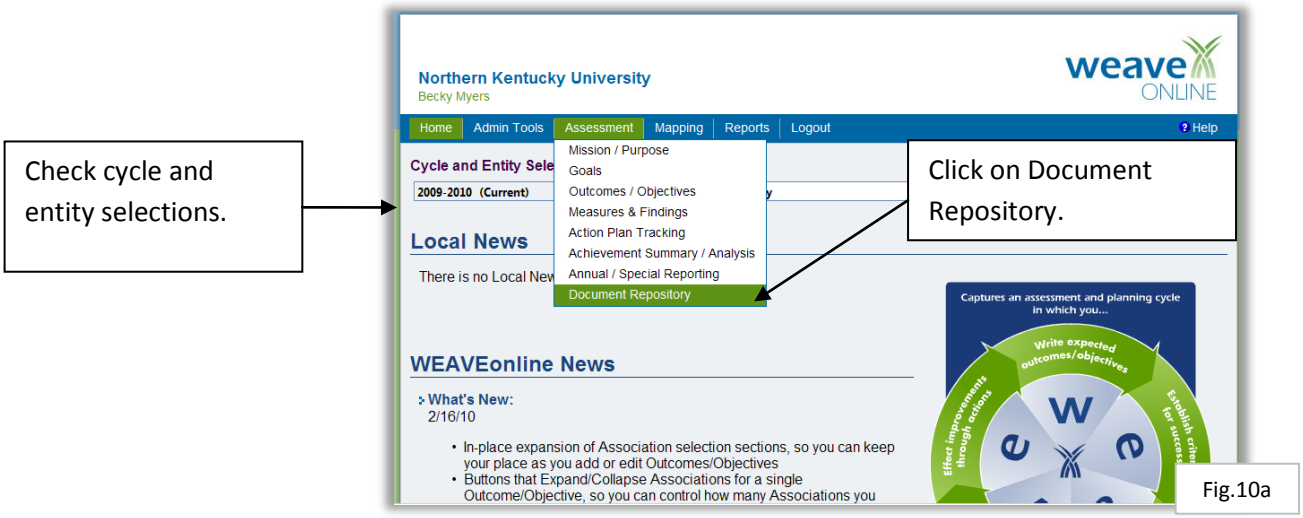


Fig.10a

3. Click on *Upload Document.* The maximum file size is 20MB. (Fig. 10b)

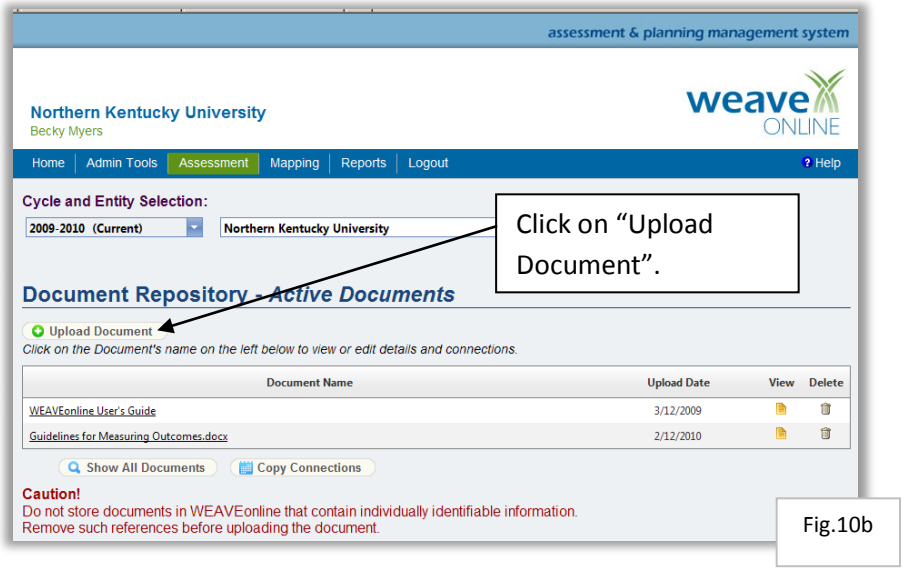

assessment & planning management system
Northern Kentucky University
Becky Myers
weave ONLINE
Home | Admin Tools | Assessment | Mapping | Reports | Logout | Help
Cycle and Entity Selection:
2009-2010 (Current)
Northern Kentucky University
Click on "Upload Document".
Document Repository - Active Documents
Upload Document
Click on the Document's name on the left below to view or edit details and connections.
Document Name
Upload Date
View
Delete
WEAVEonline User's Guide
3/12/2009
Guidelines for Measuring Outcomes.docx
2/12/2010
Show All Documents
Copy Connections
Caution!
Do not store documents in WEAVEonline that contain individually identifiable information.
Remove such references before uploading the document.

Fig.10b

4. Click on the *Browse* button to find the document you wish to upload. (Fig. 10c)

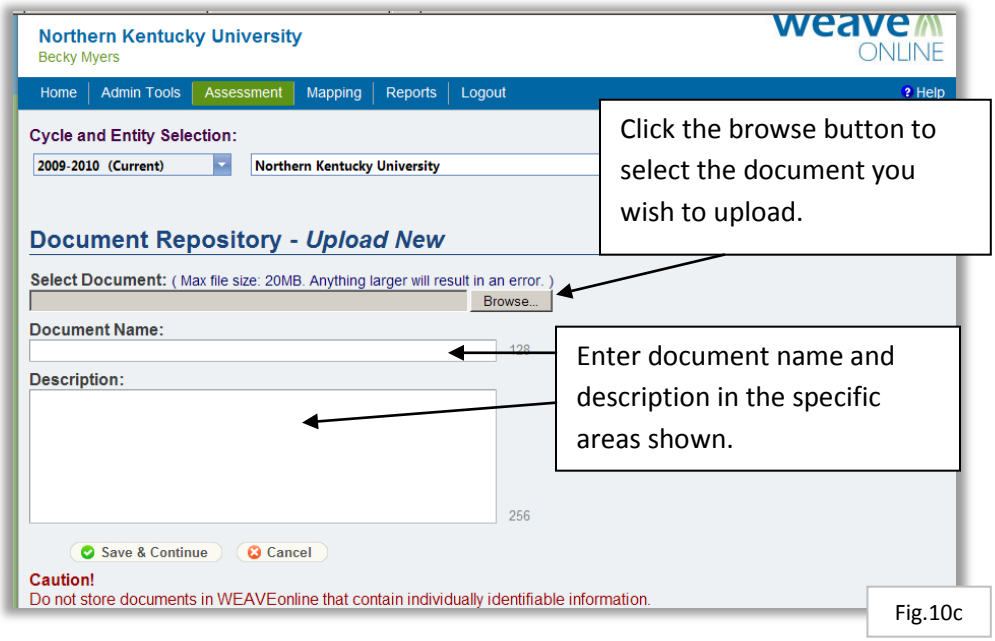

Northern Kentucky University
Becky Myers
weave ONLINE
Home | Admin Tools | Assessment | Mapping | Reports | Logout | Help
Cycle and Entity Selection:
2009-2010 (Current)
Northern Kentucky University
Click the browse button to select the document you wish to upload.
Document Repository - Upload New
Select Document: (Max file size: 20MB. Anything larger will result in an error.)
Browse...
Document Name:
128
Description:
Enter document name and description in the specific areas shown.
256
Save & Continue
Cancel
Caution!
Do not store documents in WEAVEonline that contain individually identifiable information.

Fig.10c

5. Enter a document name to identify the specific document (128 characters maximum). This name will appear on the Document Management Grid, so consider providing a name that will help others understand the timing/purpose of the document.
6. Enter a document description (256 characters maximum). This step is optional.

7. Click on *Save & Continue* to save your work and to continue the process by making connections between the document and assessment sections. (Clicking on *Cancel* with cancel the operation without saving your document.)
8. On the next page, click *Expand All* to view all planning sections to which the document may be associated. (Fig. 10d)

Checkmark any items to which you desire to connect the document.

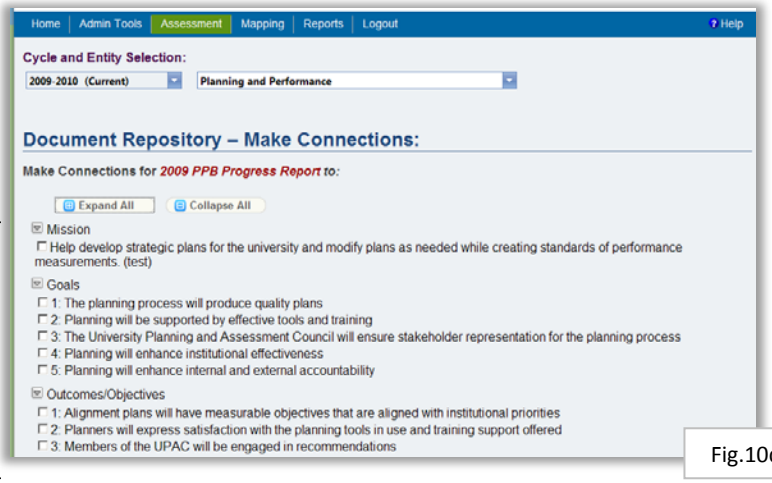

Home
Admin Tools
Assessment
Mapping
Reports
Logout
Help
Cycle and Entity Selection:
2009-2010 (Current)
Planning and Performance
Document Repository – Make Connections:
Make Connections for 2009 PPB Progress Report to:
Expand All
Collapse All
Mission
Help develop strategic plans for the university and modify plans as needed while creating standards of performance measurements. (test)
Goals
1: The planning process will produce quality plans
2: Planning will be supported by effective tools and training
3: The University Planning and Assessment Council will ensure stakeholder representation for the planning process
4: Planning will enhance institutional effectiveness
5: Planning will enhance internal and external accountability
Outcomes/Objectives
1: Alignment plans will have measurable objectives that are aligned with institutional priorities
2: Planners will express satisfaction with the planning tools in use and training support offered
3: Members of the UPAC will be engaged in recommendations

Fig.10d

9. Click on *Save* to save the connections to this document. (Clicking on *Cancel* with cancel the operation without saving your document.)

WEAVEonline Reports

The following section highlights some of the reports available within WEAVEonline that will be helpful to the typical user. These reports are accessible to all and can be run at any point in time. Users can run reports for only those entities to which they have access.

To access the reports menu, follow the instructions provided in Figure 11 below. The remainder of this section provides an overview of selected user report options.

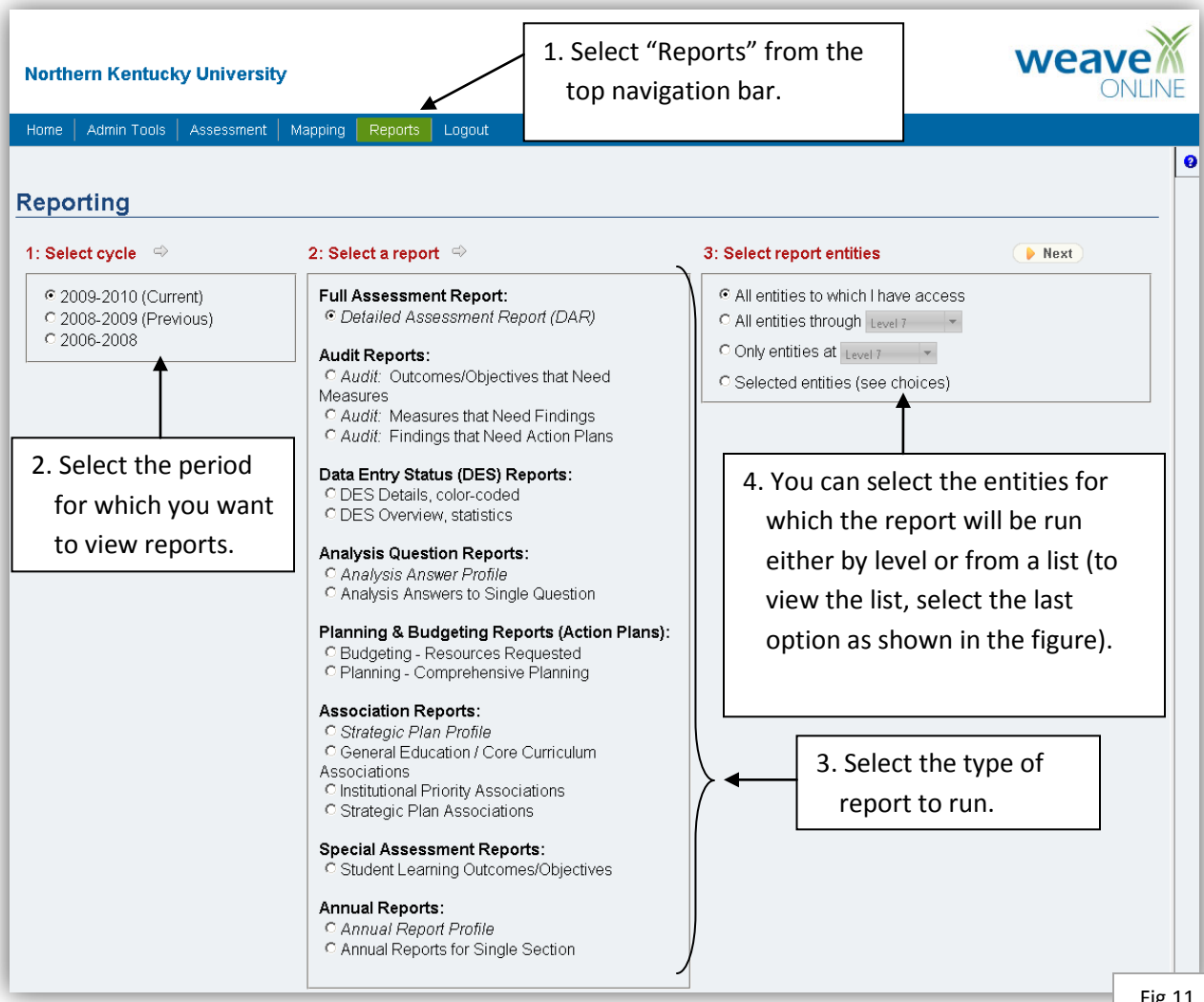

Northern Kentucky University
weave ONLINE
Home | Admin Tools | Assessment | Mapping | Reports | Logout
1. Select "Reports" from the top navigation bar.
Reporting
1: Select cycle
2009-2010 (Current)
2008-2009 (Previous)
2006-2008
2. Select the period for which you want to view reports.
2: Select a report
Full Assessment Report:
Detailed Assessment Report (DAR)
Audit Reports:
Audit: Outcomes/Objectives that Need Measures
Audit: Measures that Need Findings
Audit: Findings that Need Action Plans
Data Entry Status (DES) Reports:
DES Details, color-coded
DES Overview, statistics
Analysis Question Reports:
Analysis Answer Profile
Analysis Answers to Single Question
Planning & Budgeting Reports (Action Plans):
Budgeting - Resources Requested
Planning - Comprehensive Planning
Association Reports:
Strategic Plan Profile
General Education / Core Curriculum Associations
Institutional Priority Associations
Strategic Plan Associations
Special Assessment Reports:
Student Learning Outcomes/Objectives
Annual Reports:
Annual Report Profile
Annual Reports for Single Section
3: Select report entities
Next
All entities to which I have access
All entities through Level 7
Only entities at Level 7
Selected entities (see choices)
3. Select the type of report to run.
4. You can select the entities for which the report will be run either by level or from a list (to view the list, select the last option as shown in the figure).

Fig.11

Detailed Assessment Report (DAR): A comprehensive report of all assessment data including: Mission/Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results/Findings, Action Plans, Analysis Question responses, and Annual Report section responses.

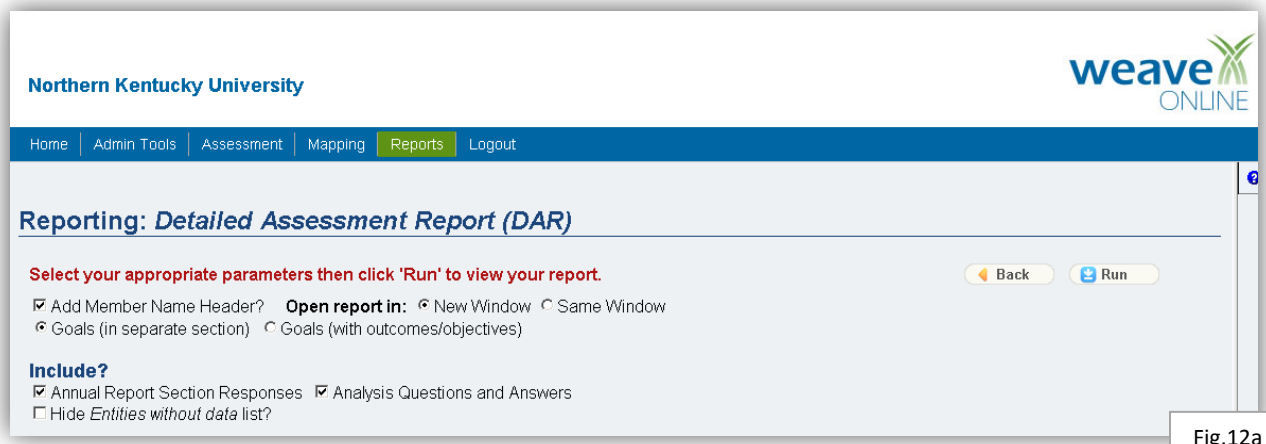


Fig.12a

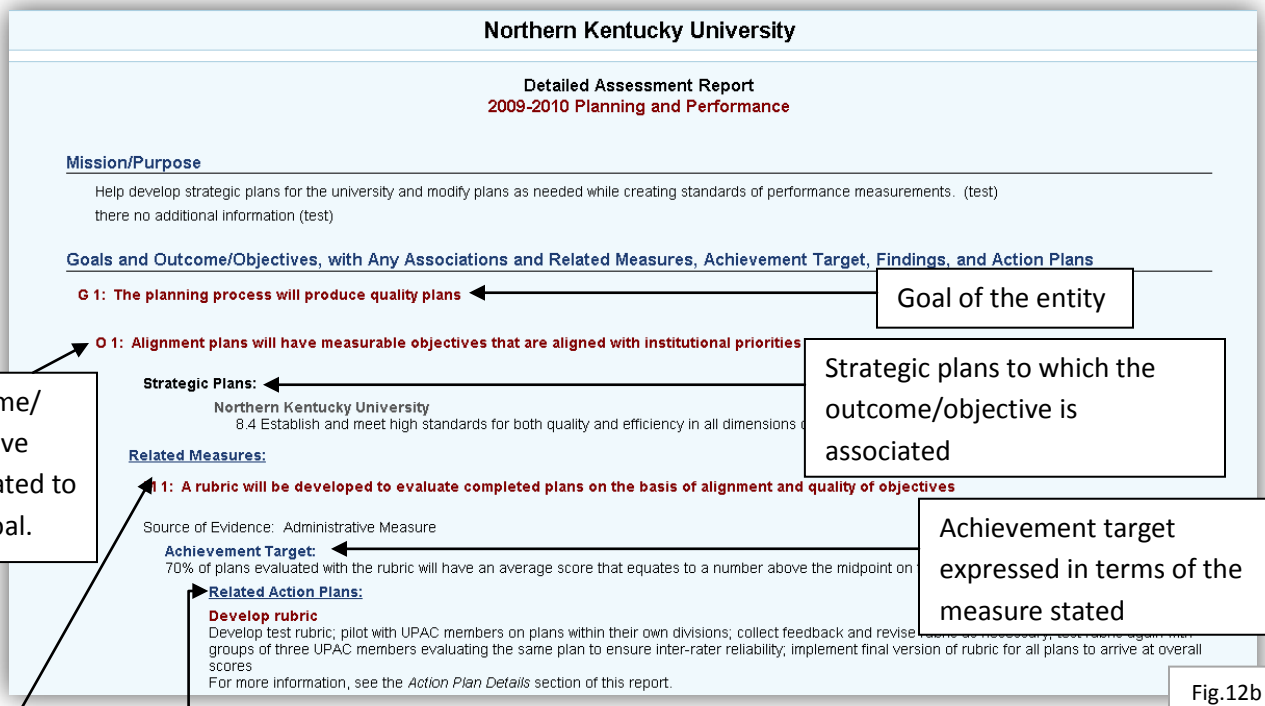

Northern Kentucky University
Detailed Assessment Report
2009-2010 Planning and Performance
Mission/Purpose
Help develop strategic plans for the university and modify plans as needed while creating standards of performance measurements. (test)
there no additional information (test)
Goals and Outcome/Objectives, with Any Associations and Related Measures, Achievement Target, Findings, and Action Plans
G 1: The planning process will produce quality plans
O 1: Alignment plans will have measurable objectives that are aligned with institutional priorities
Strategic Plans:
Northern Kentucky University
8.4 Establish and meet high standards for both quality and efficiency in all dimensions
Related Measures:
M 1: A rubric will be developed to evaluate completed plans on the basis of alignment and quality of objectives
Source of Evidence: Administrative Measure
Achievement Target:
70% of plans evaluated with the rubric will have an average score that equates to a number above the midpoint on
Related Action Plans:
Develop rubric
Develop test rubric; pilot with UPAC members on plans within their own divisions; collect feedback and revise
groups of three UPAC members evaluating the same plan to ensure inter-rater reliability; implement final version of rubric for all plans to arrive at overall scores
For more information, see the Action Plan Details section of this report.
Goal of the entity
Strategic plans to which the outcome/objective is associated
Outcome/ objective associated to that goal.
Achievement target expressed in terms of the measure stated
Measures used to track the outcome/ objective
Action plan(s) related to the goal, objective or achievement target put in place to reach the desired outcome

Fig.12b

NOTE: Action Plans are listed as shown in Figure 12b only when associated to an achievement target. Otherwise the Action Plans are listed independently in a separate section of the report.

Audit Reports

- **Outcomes/Objectives that Need Measures:** Provides a list of entities that include an outcome/objective that does not have associated measures. Measures are the means by which achievement of outcomes/objectives can be determined. All outcomes/objectives should have measures associated with them.

  NOTE**:** If all entities selected have measures already associated to the outcomes/ objectives, then the report will be empty.

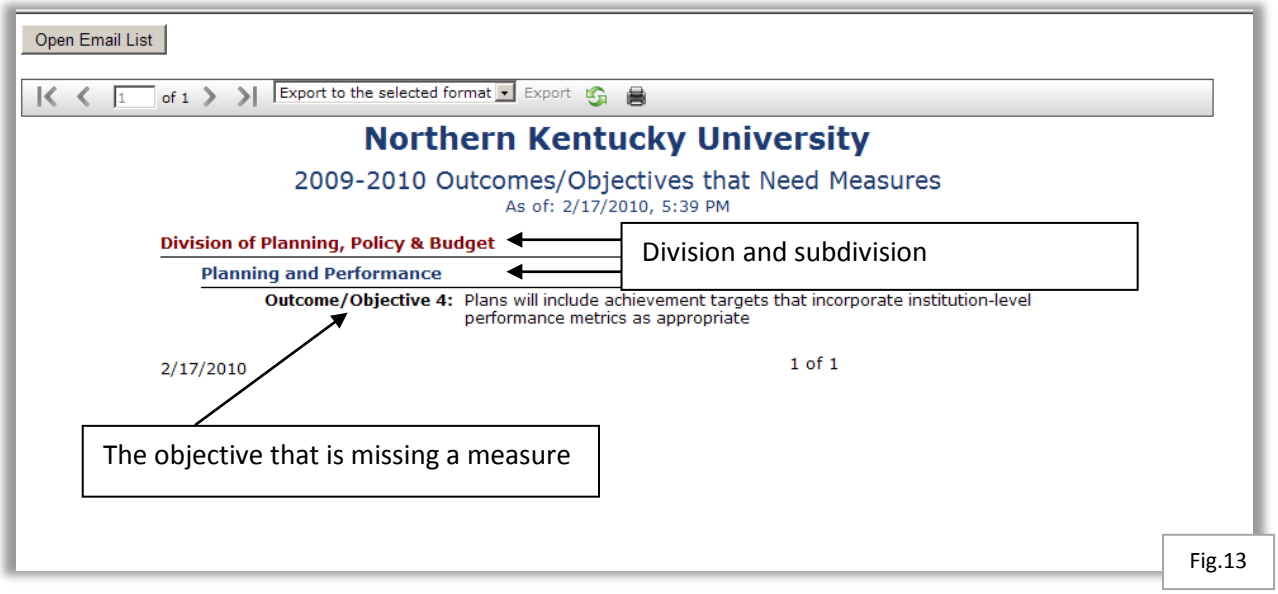

Open Email List
1 of 1
Export to the selected format
Export
Northern Kentucky University
2009-2010 Outcomes/Objectives that Need Measures
As of: 2/17/2010, 5:39 PM
Division of Planning, Policy & Budget
Planning and Performance
Division and subdivision
Outcome/Objective 4: Plans will include achievement targets that incorporate institution-level performance metrics as appropriate
2/17/2010
1 of 1
The objective that is missing a measure

Fig.13

- **Measures that Need Findings:** All the measures associated with outcomes/objectives that do not have any findings stated are shown in this report. This report would be relevant for progress reporting. You would not expect measures to have findings at the start of a planning cycle. You would expect findings to be added as part of progress reporting. If an entity does not have any outcomes/objectives or its outcomes/objectives are not associated to measures, then nothing will appear for that entity in this report. See Figure 14 for an example.

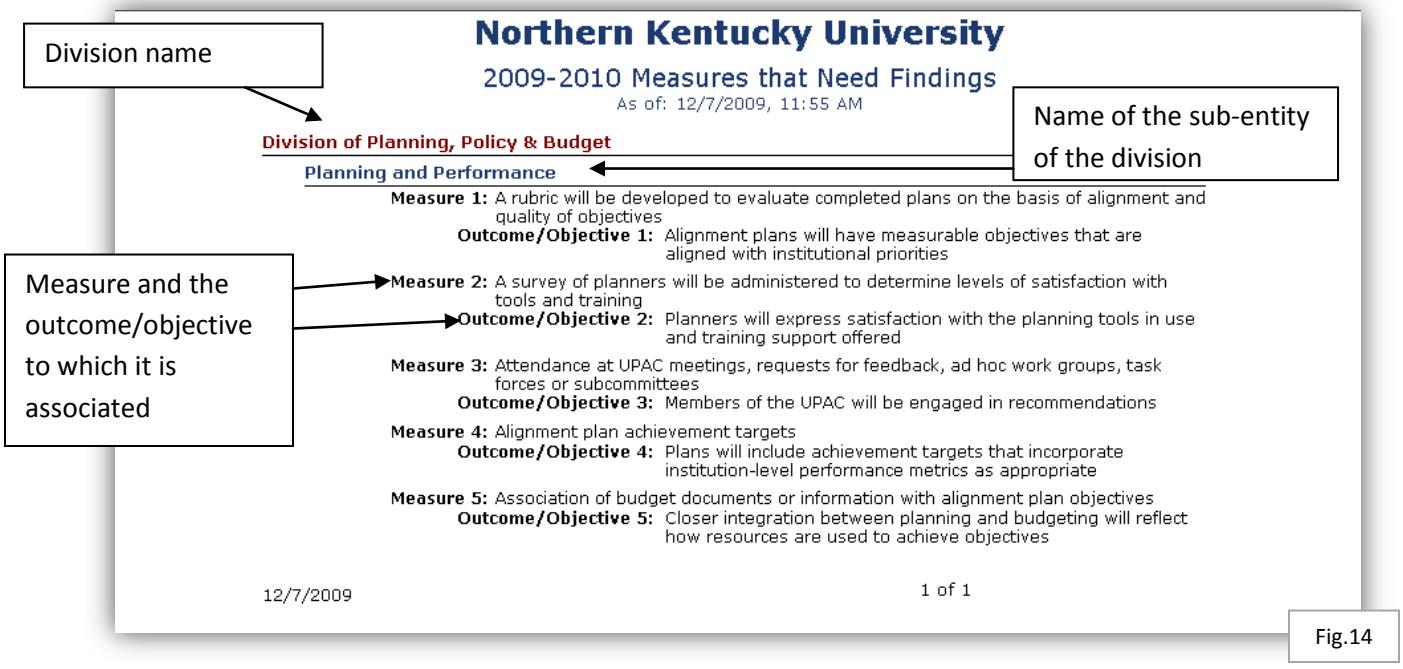

Division name
Northern Kentucky University
2009-2010 Measures that Need Findings
As of: 12/7/2009, 11:55 AM
Name of the sub-entity of the division
Division of Planning, Policy & Budget
Planning and Performance
Measure and the outcome/objective to which it is associated
Measure 1: A rubric will be developed to evaluate completed plans on the basis of alignment and quality of objectives
Outcome/Objective 1: Alignment plans will have measurable objectives that are aligned with institutional priorities
Measure 2: A survey of planners will be administered to determine levels of satisfaction with tools and training
Outcome/Objective 2: Planners will express satisfaction with the planning tools in use and training support offered
Measure 3: Attendance at UPAC meetings, requests for feedback, ad hoc work groups, task forces or subcommittees
Outcome/Objective 3: Members of the UPAC will be engaged in recommendations
Measure 4: Alignment plan achievement targets
Outcome/Objective 4: Plans will include achievement targets that incorporate institution-level performance metrics as appropriate
Measure 5: Association of budget documents or information with alignment plan objectives
Outcome/Objective 5: Closer integration between planning and budgeting will reflect how resources are used to achieve objectives
12/7/2009
1 of 1

Fig.14

- **Findings That Need Action Plans:** This report is also relevant to progress reporting. It assumes that all measures with findings that indicate targets were not fully met should have actions plans for meeting targets in the next planning cycle. The report will display all findings where the achievement target status was "Not Met" or "Partially Met." Figure 15 shows an example of how the data will be presented in this report.

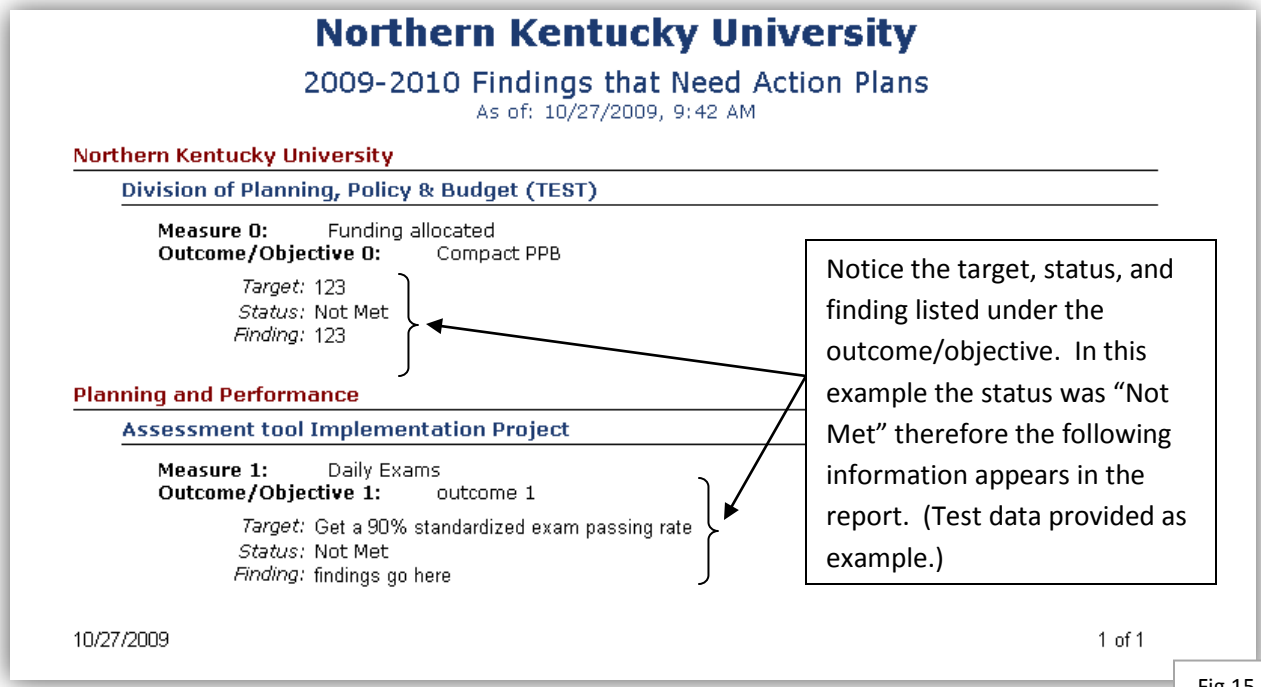

Northern Kentucky University
2009-2010 Findings that Need Action Plans
As of: 10/27/2009, 9:42 AM
Northern Kentucky University
Division of Planning, Policy & Budget (TEST)
Measure 0: Funding allocated
Outcome/Objective 0: Compact PPB
Target: 123
Status: Not Met
Finding: 123
Planning and Performance
Assessment tool Implementation Project
Measure 1: Daily Exams
Outcome/Objective 1: outcome 1
Target: Get a 90% standardized exam passing rate
Status: Not Met
Finding: findings go here
Notice the target, status, and finding listed under the outcome/objective. In this example the status was "Not Met" therefore the following information appears in the report. (Test data provided as example.)
10/27/2009
1 of 1

Fig.15

Analysis Question Reports

- **Analysis Answer Profile:** Analysis questions are used for progress reporting for units with alignment plans. This report displays all the answers to all the analysis questions grouped by entity, which can provide an annual summary for any level of entity.

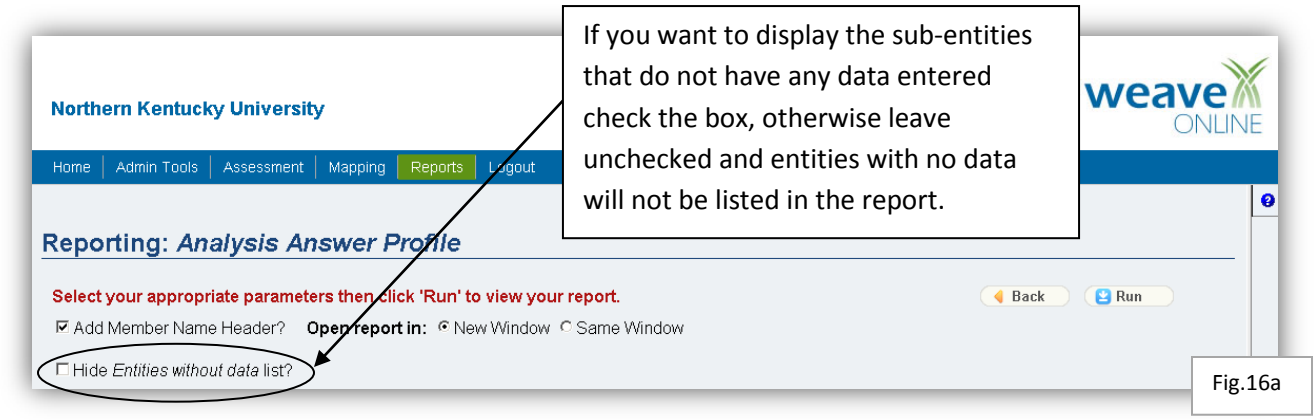

If you want to display the sub-entities that do not have any data entered check the box, otherwise leave unchecked and entities with no data will not be listed in the report.
Northern Kentucky University
weave ONLINE
Home | Admin Tools | Assessment | Mapping | Reports | Logout
Reporting: Analysis Answer Profile
Select your appropriate parameters then click 'Run' to view your report.
Back
Run
Add Member Name Header? Open report in: New Window Same Window
Hide Entities without data list?

Fig.16a

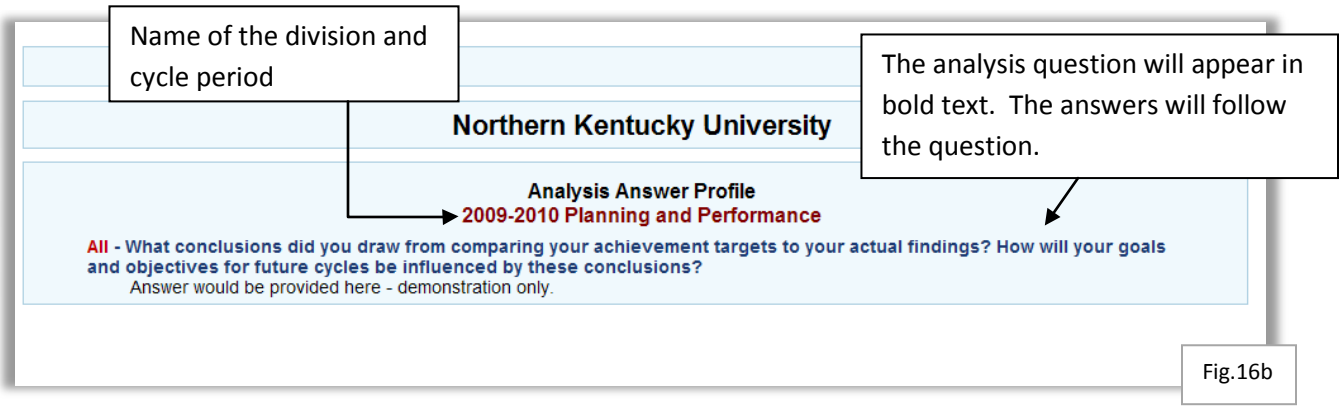

Name of the division and cycle period
The analysis question will appear in bold text. The answers will follow the question.
Northern Kentucky University
Analysis Answer Profile
2009-2010 Planning and Performance
All - What conclusions did you draw from comparing your achievement targets to your actual findings? How will your goals and objectives for future cycles be influenced by these conclusions?
Answer would be provided here - demonstration only.

Fig.16b

- **Analysis Answers to Single Question:** This is the same report as the one explained above except with the option to view answers to selected questions only.

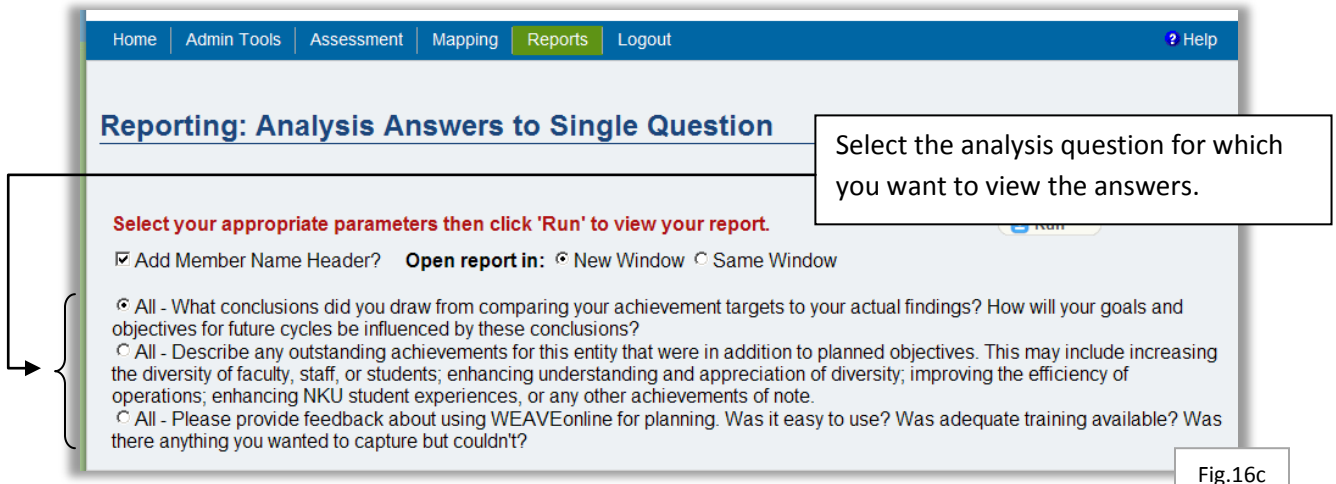

Home | Admin Tools | Assessment | Mapping | Reports | Logout | Help
Reporting: Analysis Answers to Single Question
Select the analysis question for which you want to view the answers.
Select your appropriate parameters then click 'Run' to view your report.
Add Member Name Header? Open report in: New Window Same Window
All - What conclusions did you draw from comparing your achievement targets to your actual findings? How will your goals and objectives for future cycles be influenced by these conclusions?
All - Describe any outstanding achievements for this entity that were in addition to planned objectives. This may include increasing the diversity of faculty, staff, or students; enhancing understanding and appreciation of diversity; improving the efficiency of operations; enhancing NKU student experiences, or any other achievements of note.
All - Please provide feedback about using WEAVEonline for planning. Was it easy to use? Was adequate training available? Was there anything you wanted to capture but couldn't?

Fig.16c

Planning & Budgeting Reports (Action Plans)

The Planning and Budgeting reports display the action plans entered into WEAVEonline for each entity. You will be able to view the action plan details, date, required resources (if listed), and the responsible personnel for the plan. Read the following and see Figure 17 for more details.

- **Budgeting - Resources Requested:** This report would only be applicable to situations where funds are available through a request process to support targeted initiatives. Since there are not currently funds available for allocation through such a process, these reports are currently not applicable.

- **Planning - Comprehensive Planning:** All existing action plans are listed in this report, regardless of whether they include requests for additional resources and/or budget. This is a comprehensive summary of all the action plans and their status for the entity(ies) selected.

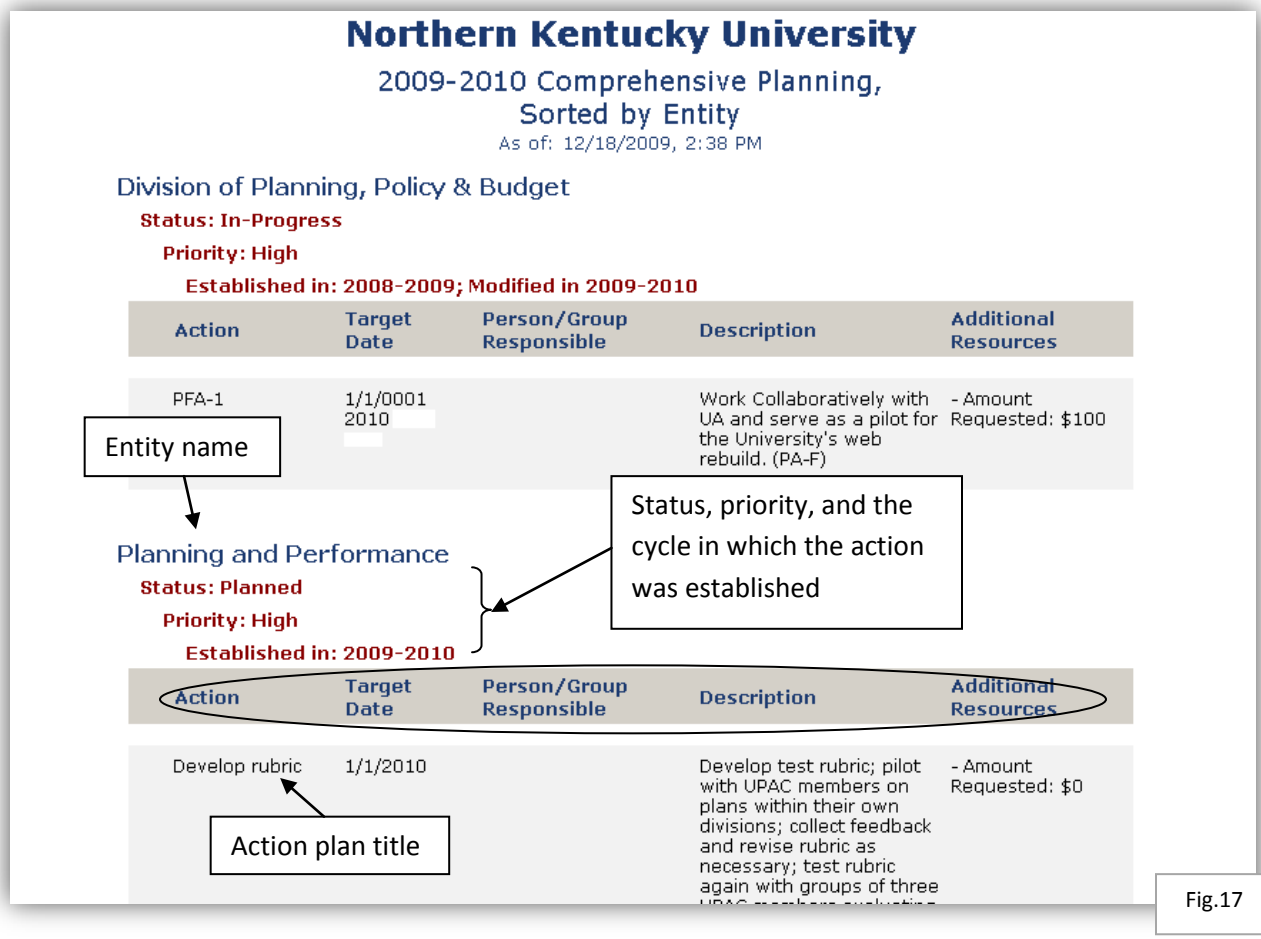


Fig.17

Association Reports

This set of reports displays all general education/core curriculum, strategic plans, and institutional priorities associations to the entities' objectives. The Strategic Plan Profile is part of the set of association reports, as shown below.

- **Strategic Plan Profile:** This report displays associations for outcomes/objectives. These may be associations between outcomes/objectives and the NKU strategic plan, a division's strategic plan, and/or a department's strategic plan. This report displays the associated outcomes/objectives by entity.

  For example, this report would identify which plans include associations with NKU's strategic priorities. After selecting the entity(ies) for which you want to view this report, you will be directed to a page as shown in Figure 18b. Select the strategies for which you would like to see plan outcomes/objectives that are associated, and then click *Run*. The report will appear as shown in Figure 18c.

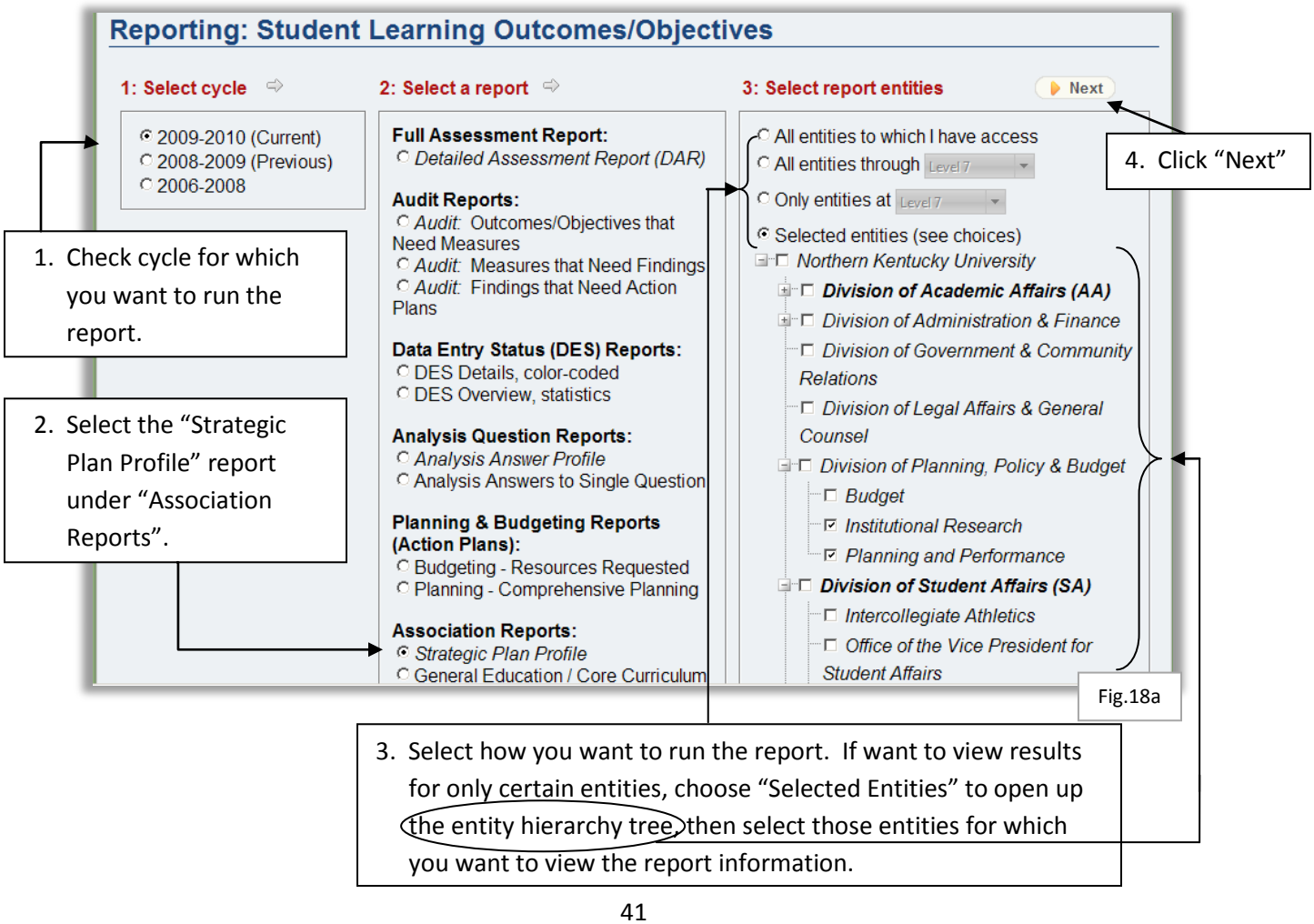
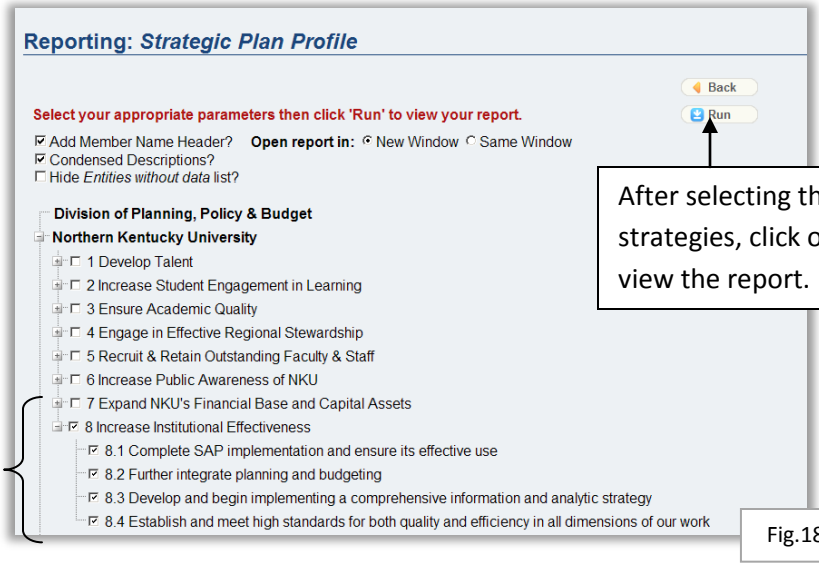

Reporting: Student Learning Outcomes/Objectives
1: Select cycle
2009-2010 (Current)
2008-2009 (Previous)
2006-2008
2: Select a report
Full Assessment Report:
Detailed Assessment Report (DAR)
Audit Reports:
Audit: Outcomes/Objectives that Need Measures
Audit: Measures that Need Findings
Audit: Findings that Need Action Plans
Data Entry Status (DES) Reports:
DES Details, color-coded
DES Overview, statistics
Analysis Question Reports:
Analysis Answer Profile
Analysis Answers to Single Question
Planning & Budgeting Reports (Action Plans):
Budgeting - Resources Requested
Planning - Comprehensive Planning
Association Reports:
Strategic Plan Profile
General Education / Core Curriculum
3: Select report entities
Next
All entities to which I have access
All entities through Level 7
Only entities at Level 7
Selected entities (see choices)
Northern Kentucky University
Division of Academic Affairs (AA)
Division of Administration & Finance
Division of Government & Community Relations
Division of Legal Affairs & General Counsel
Division of Planning, Policy & Budget
Budget
Institutional Research
Planning and Performance
Division of Student Affairs (SA)
Intercollegiate Athletics
Office of the Vice President for Student Affairs
1. Check cycle for which you want to run the report.
2. Select the "Strategic Plan Profile" report under "Association Reports".
3. Select how you want to run the report. If want to view results for only certain entities, choose "Selected Entities" to open up the entity hierarchy tree, then select those entities for which you want to view the report information.
4. Click "Next"

Fig.18a

Select (checkbox) the strategic plan items for which you want to view outcome/objective associations.


Reporting: Strategic Plan Profile
Back
Run
Select your appropriate parameters then click 'Run' to view your report.
Add Member Name Header? Open report in: New Window Same Window
Condensed Descriptions?
Hide Entities without data list?
Division of Planning, Policy & Budget
Northern Kentucky University
1 Develop Talent
2 Increase Student Engagement in Learning
3 Ensure Academic Quality
4 Engage in Effective Regional Stewardship
5 Recruit & Retain Outstanding Faculty & Staff
6 Increase Public Awareness of NKU
7 Expand NKU's Financial Base and Capital Assets
8 Increase Institutional Effectiveness
8.1 Complete SAP implementation and ensure its effective use
8.2 Further integrate planning and budgeting
8.3 Develop and begin implementing a comprehensive information and analytic strategy
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work

After selecting the desired strategies, click on "Run" to view the report.

Fig.18b

Northern Kentucky University
2009-2010 Strategic Plan Profile
Strategic Plans Included in this report:
Northern Kentucky University
8.2 Further integrate planning and budgeting
8.3 Develop and begin implementing a comprehensive information and analytic strategy
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work

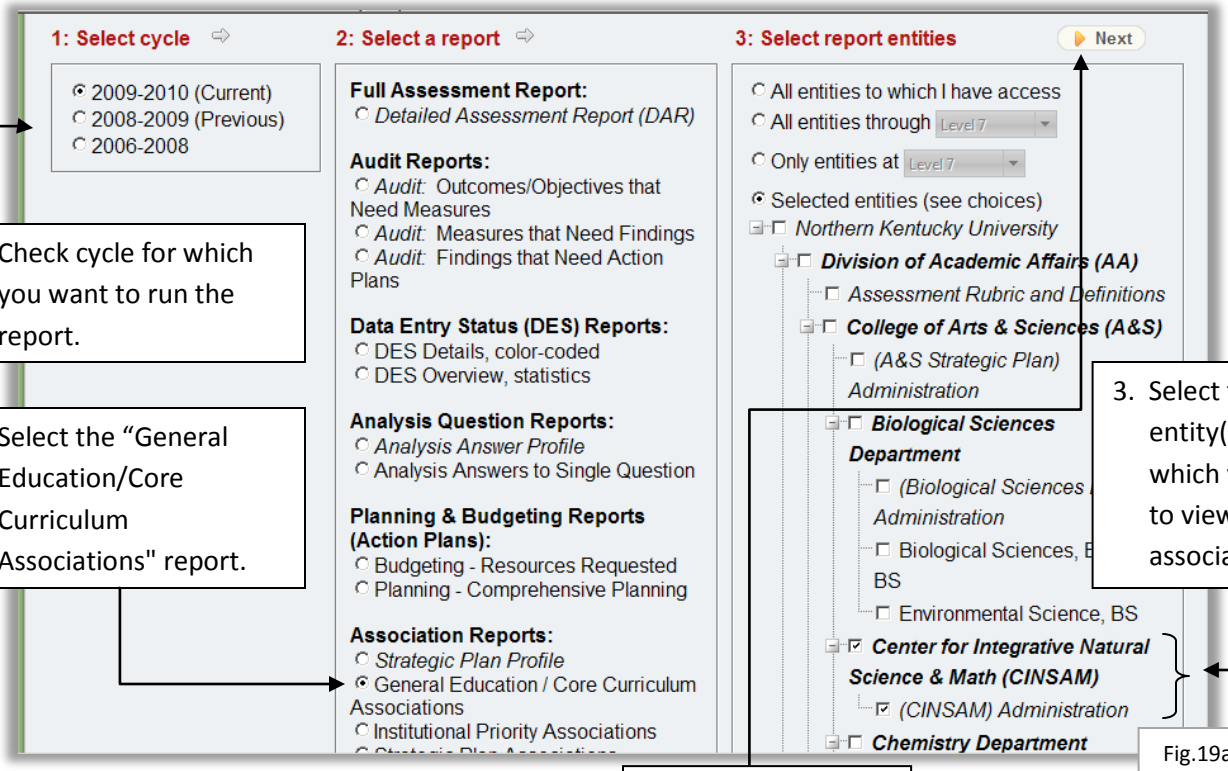
Strategic plan items included in report based on previous screen selection

Strategic Plan Profile
2009-2010 Institutional Research
Northern Kentucky University
8.3 Develop and begin implementing a comprehensive information and analytic strategy (2 associations)
O 1: Less time will be required of analysts to prepare state and federal reports and maintain accurate reporting data files
O 2: A large inventory of reports will be available
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work (2 associations)
O 3: A comprehensive analysis of data relating to student attrition and success
O 4: Research analysts will be able to describe an analytic approach to improving understanding of retention and success
Strategic Plan Profile
2009-2010 Planning and Performance
Northern Kentucky University
8.2 Further integrate planning and budgeting (1 association)
O 5: Closer integration between planning and budgeting will reflect how resources are used to achieve objectives
8.3 Develop and begin implementing a comprehensive information and analytic strategy (1 association)
O 4: Plans will include achievement targets that incorporate institution-level performance metrics as appropriate
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work (3 associations)
O 1: Alignment plans will have measurable objectives that are aligned with institutional priorities
O 2: Planners will express satisfaction with the planning tools in use and training support offered
O 3: Members of the UPAC will be engaged in recommendations

Fig.18c

Results are grouped by strategic plan item and associated outcomes/objectives within entity.

- **General Education/Core Curriculum Associations:** This report displays those entities that have outcomes/objectives associated with general education/core curriculum objectives. To run this report, first select the general education/core curriculum objectives of interest. See Figures 19a through 19c below.



1. Check cycle for which you want to run the report.
2. Select the "General Education/Core Curriculum Associations" report.
3. Select the entity(ies) for which you want to view associations.
4. Click on "Next" to select further parameters.

Fig.19a

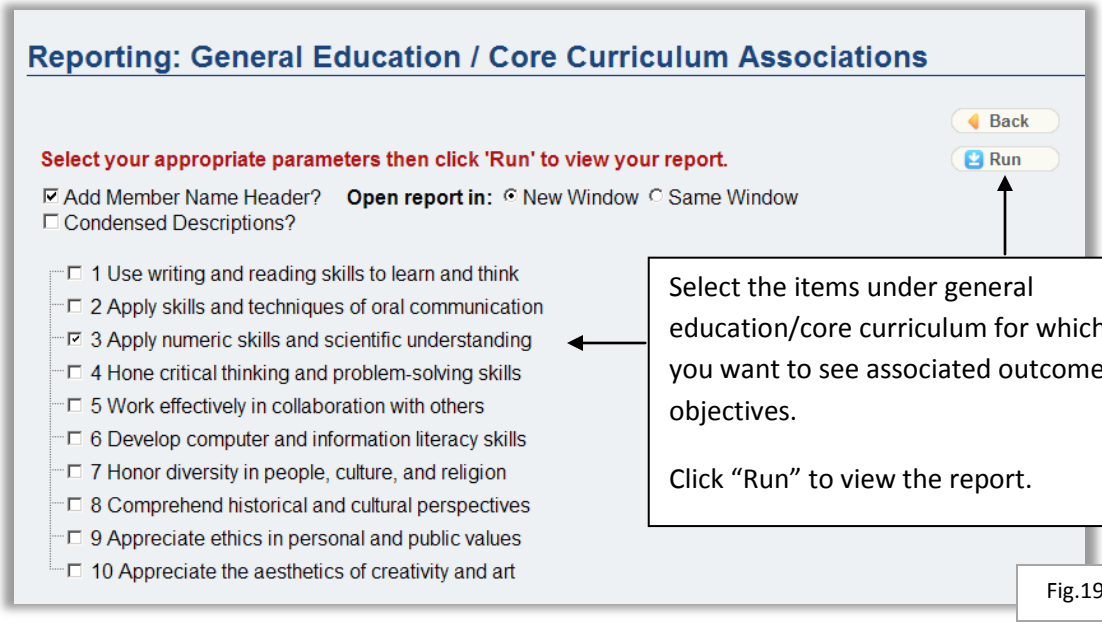

Reporting: General Education / Core Curriculum Associations
Back
Run
Select your appropriate parameters then click 'Run' to view your report.
Add Member Name Header?
Open report in: New Window Same Window
Condensed Descriptions?
1 Use writing and reading skills to learn and think
2 Apply skills and techniques of oral communication
3 Apply numeric skills and scientific understanding
4 Hone critical thinking and problem-solving skills
5 Work effectively in collaboration with others
6 Develop computer and information literacy skills
7 Honor diversity in people, culture, and religion
8 Comprehend historical and cultural perspectives
9 Appreciate ethics in personal and public values
10 Appreciate the aesthetics of creativity and art
Select the items under general education/core curriculum for which you want to see associated outcomes/ objectives.
Click "Run" to view the report.

Fig.19b

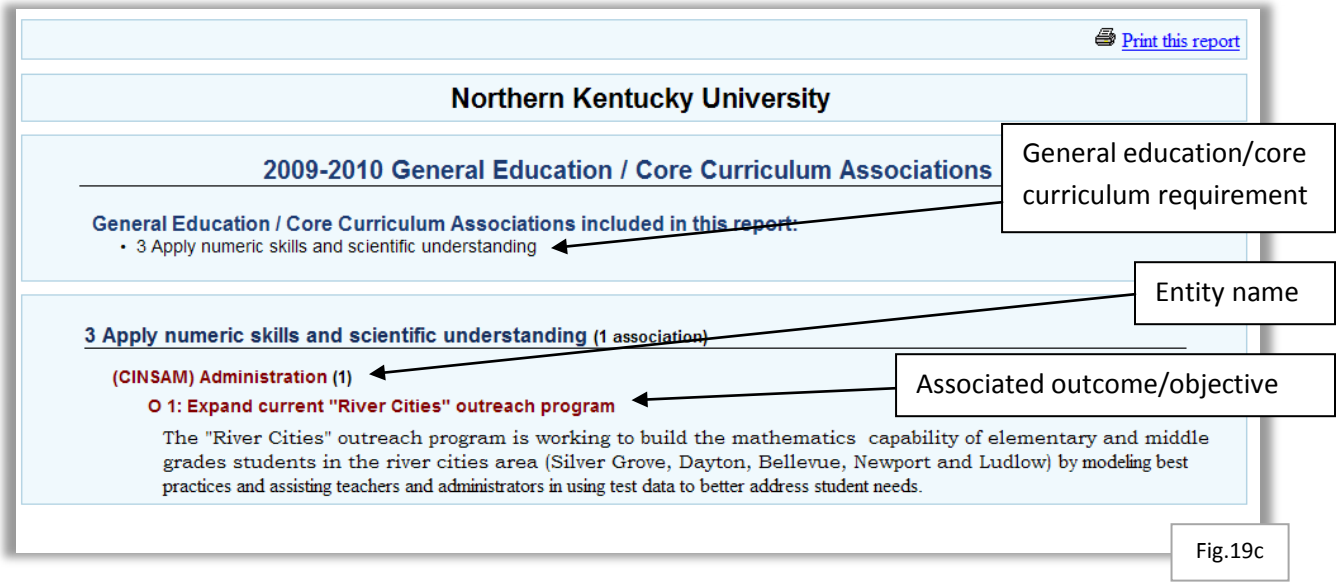

Print this report
Northern Kentucky University
2009-2010 General Education / Core Curriculum Associations
General Education / Core Curriculum Associations included in this report:
• 3 Apply numeric skills and scientific understanding
3 Apply numeric skills and scientific understanding (1 association)
(CINSAM) Administration (1)
O 1: Expand current "River Cities" outreach program
The "River Cities" outreach program is working to build the mathematics capability of elementary and middle grades students in the river cities area (Silver Grove, Dayton, Bellevue, Newport and Ludlow) by modeling best practices and assisting teachers and administrators in using test data to better address student needs.
General education/core curriculum requirement
Entity name
Associated outcome/objective

Fig.19c

- **Institutional Priority Associations:** This report displays those entities that have outcomes/objectives associated with institutional priorities. Under this category you will find items related to Cross-Divisional Impact and NKU's Executive Dashboard. To run a report of those outcomes/objectives associated with institutional priorities, follow the instructions provided in Figures 20a through 20c.

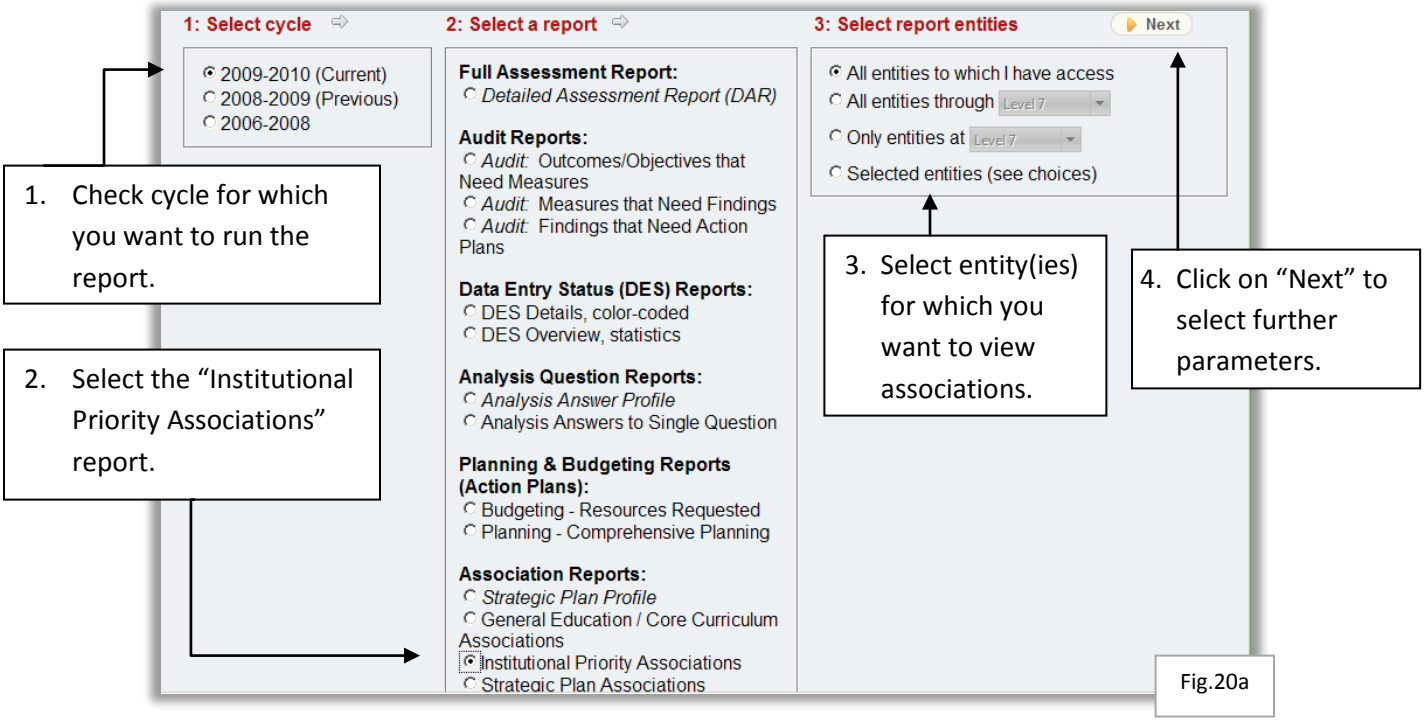

1: Select cycle
2: Select a report
3: Select report entities
Next
2009-2010 (Current)
2008-2009 (Previous)
2006-2008
Full Assessment Report:
Detailed Assessment Report (DAR)
Audit Reports:
Audit: Outcomes/Objectives that Need Measures
Audit: Measures that Need Findings
Audit: Findings that Need Action Plans
Data Entry Status (DES) Reports:
DES Details, color-coded
DES Overview, statistics
Analysis Question Reports:
Analysis Answer Profile
Analysis Answers to Single Question
Planning & Budgeting Reports (Action Plans):
Budgeting - Resources Requested
Planning - Comprehensive Planning
Association Reports:
Strategic Plan Profile
General Education / Core Curriculum Associations
Institutional Priority Associations
Strategic Plan Associations
All entities to which I have access
All entities through Level 7
Only entities at Level 7
Selected entities (see choices)
1. Check cycle for which you want to run the report.
2. Select the "Institutional Priority Associations" report.
3. Select entity(ies) for which you want to view associations.
4. Click on "Next" to select further parameters.

Fig.20a

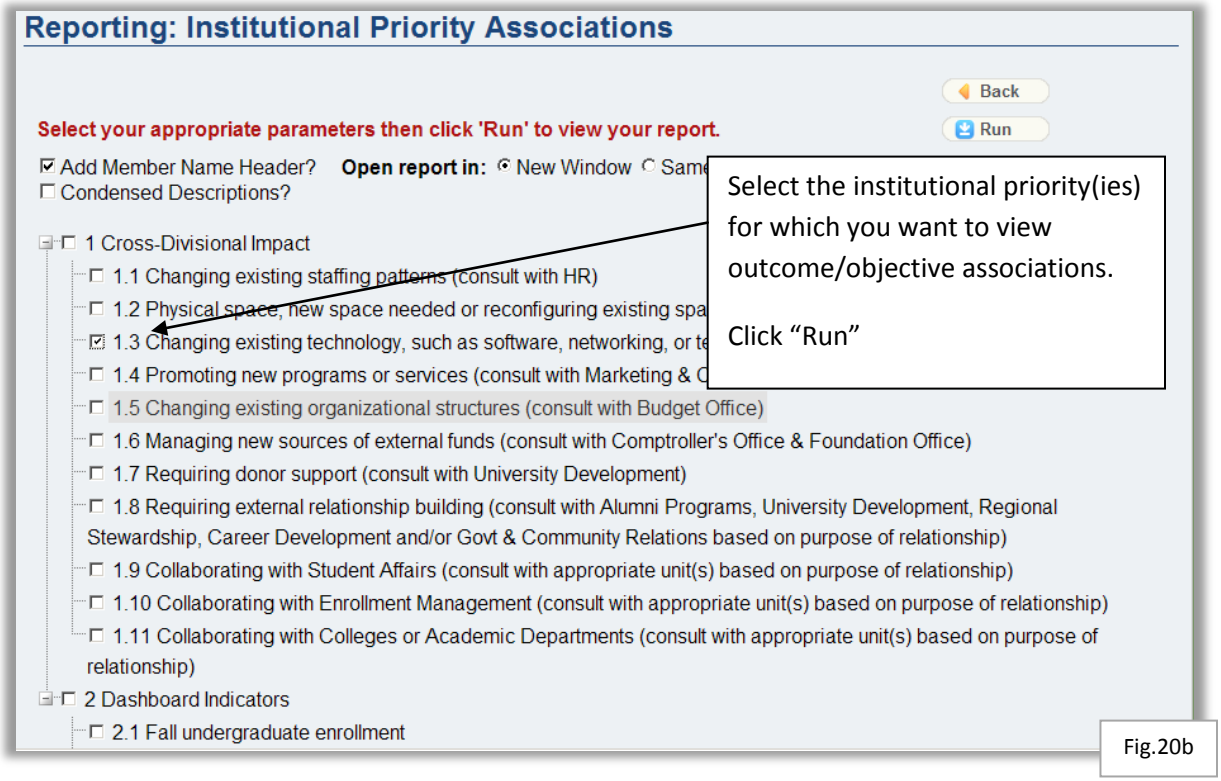

Reporting: Institutional Priority Associations
Back
Run
Select your appropriate parameters then click 'Run' to view your report.
Add Member Name Header?
Open report in: New Window
Condensed Descriptions?
1 Cross-Divisional Impact
1.1 Changing existing staffing patterns (consult with HR)
1.2 Physical space, new space needed or reconfiguring existing spa
1.3 Changing existing technology, such as software, networking, or te
1.4 Promoting new programs or services (consult with Marketing & C
1.5 Changing existing organizational structures (consult with Budget Office)
1.6 Managing new sources of external funds (consult with Comptroller's Office & Foundation Office)
1.7 Requiring donor support (consult with University Development)
1.8 Requiring external relationship building (consult with Alumni Programs, University Development, Regional Stewardship, Career Development and/or Govt & Community Relations based on purpose of relationship)
1.9 Collaborating with Student Affairs (consult with appropriate unit(s) based on purpose of relationship)
1.10 Collaborating with Enrollment Management (consult with appropriate unit(s) based on purpose of relationship)
1.11 Collaborating with Colleges or Academic Departments (consult with appropriate unit(s) based on purpose of relationship)
2 Dashboard Indicators
2.1 Fall undergraduate enrollment
Select the institutional priority(ies) for which you want to view outcome/objective associations.
Click "Run"

Fig.20b

Institutional priority

Entity name

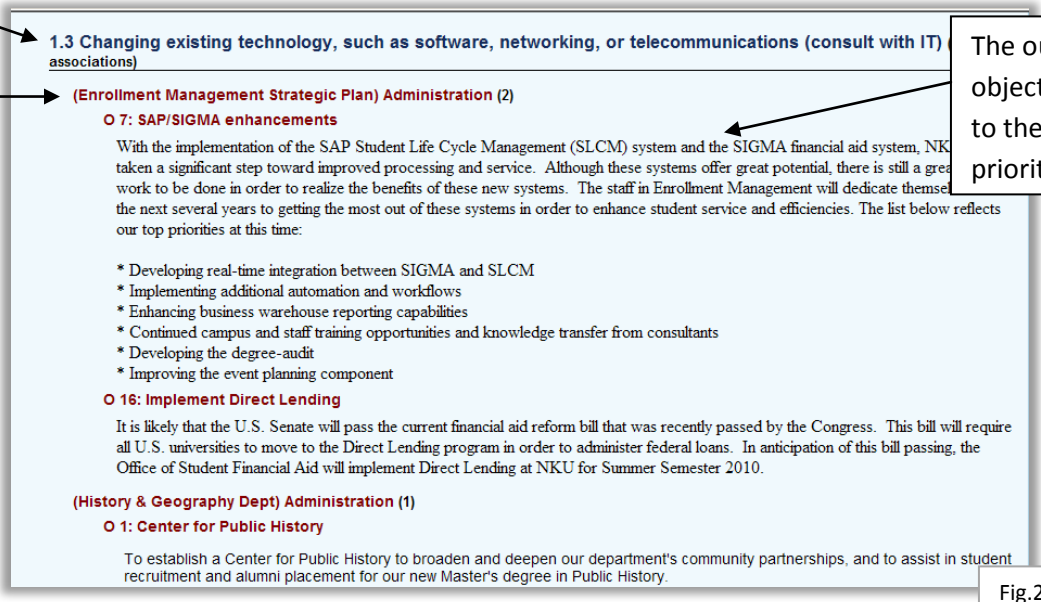

1.3 Changing existing technology, such as software, networking, or telecommunications (consult with IT)
associations)
(Enrollment Management Strategic Plan) Administration (2)
O 7: SAP/SIGMA enhancements
With the implementation of the SAP Student Life Cycle Management (SLCM) system and the SIGMA financial aid system, NK
taken a significant step toward improved processing and service. Although these systems offer great potential, there is still a grea
work to be done in order to realize the benefits of these new systems. The staff in Enrollment Management will dedicate themsel
the next several years to getting the most out of these systems in order to enhance student service and efficiencies. The list below reflects our top priorities at this time:
* Developing real-time integration between SIGMA and SLCM
* Implementing additional automation and workflows
* Enhancing business warehouse reporting capabilities
* Continued campus and staff training opportunities and knowledge transfer from consultants
* Developing the degree-audit
* Improving the event planning component
O 16: Implement Direct Lending
It is likely that the U.S. Senate will pass the current financial aid reform bill that was recently passed by the Congress. This bill will require all U.S. universities to move to the Direct Lending program in order to administer federal loans. In anticipation of this bill passing, the Office of Student Financial Aid will implement Direct Lending at NKU for Summer Semester 2010.
(History & Geography Dept) Administration (1)
O 1: Center for Public History
To establish a Center for Public History to broaden and deepen our department's community partnerships, and to assist in student recruitment and alumni placement for our new Master's degree in Public History.
The outcome/ objective associated to the institutional priority.

Fig.20c

- **Strategic Plan Associations:** This report displays outcomes/objectives by strategic plan item, then by entity. To run this report, follow the instructions provided in Figures 21a through 21c.

From the WEAVEonline Reports Menu, select the Strategic Plan Associations report:

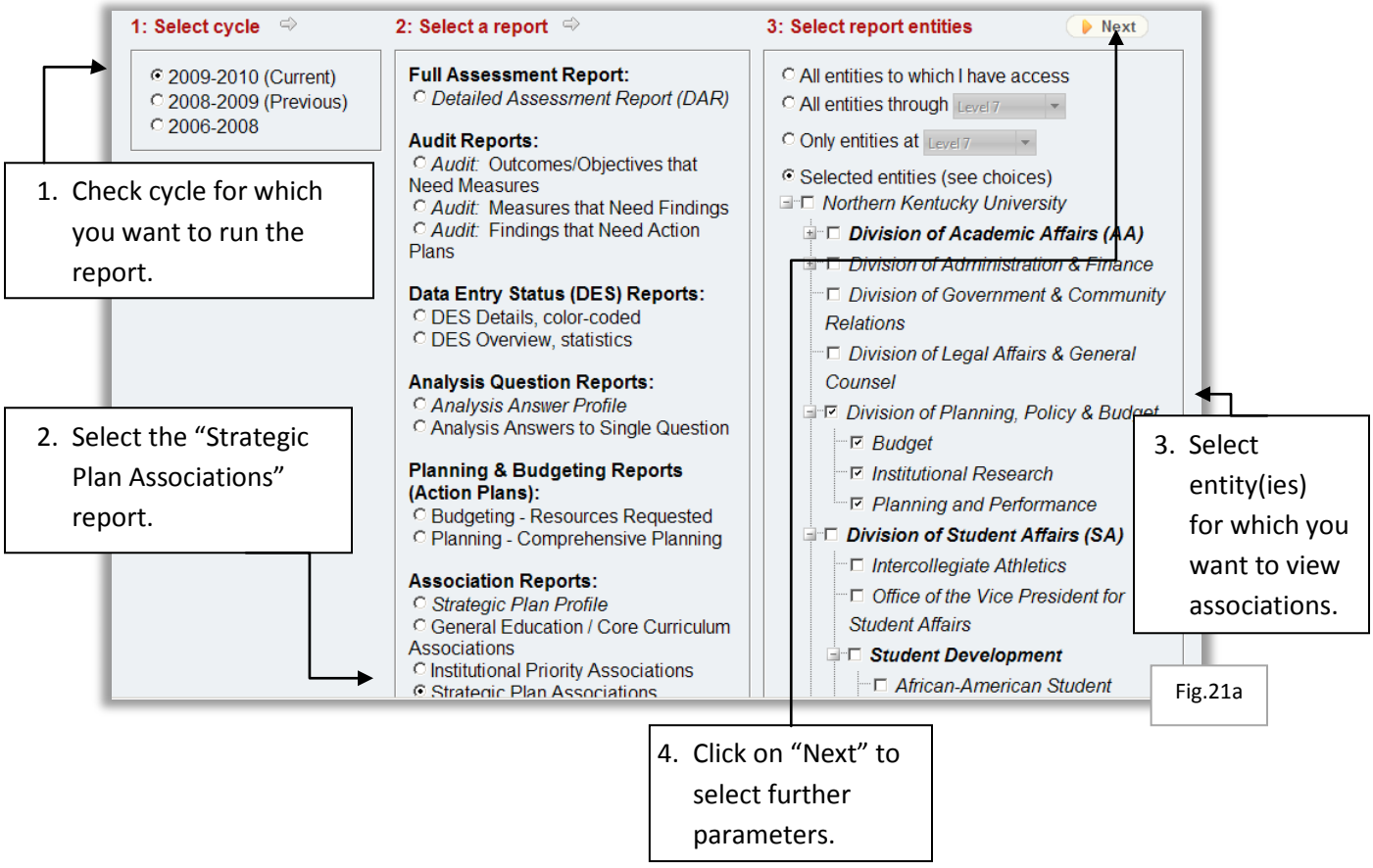

1: Select cycle
2: Select a report
3: Select report entities
Next
2009-2010 (Current)
2008-2009 (Previous)
2006-2008
Full Assessment Report:
Detailed Assessment Report (DAR)
Audit Reports:
Audit: Outcomes/Objectives that Need Measures
Audit: Measures that Need Findings
Audit: Findings that Need Action Plans
Data Entry Status (DES) Reports:
DES Details, color-coded
DES Overview, statistics
Analysis Question Reports:
Analysis Answer Profile
Analysis Answers to Single Question
Planning & Budgeting Reports (Action Plans):
Budgeting - Resources Requested
Planning - Comprehensive Planning
Association Reports:
Strategic Plan Profile
General Education / Core Curriculum Associations
Institutional Priority Associations
Strategic Plan Associations
All entities to which I have access
All entities through Level 7
Only entities at Level 7
Selected entities (see choices)
Northern Kentucky University
Division of Academic Affairs (AA)
Division of Administration & Finance
Division of Government & Community Relations
Division of Legal Affairs & General Counsel
Division of Planning, Policy & Budget
Budget
Institutional Research
Planning and Performance
Division of Student Affairs (SA)
Intercollegiate Athletics
Office of the Vice President for Student Affairs
Student Development
African-American Student
1. Check cycle for which you want to run the report.
2. Select the "Strategic Plan Associations" report.
3. Select entity(ies) for which you want to view associations.
4. Click on "Next" to select further parameters.

Fig.21a

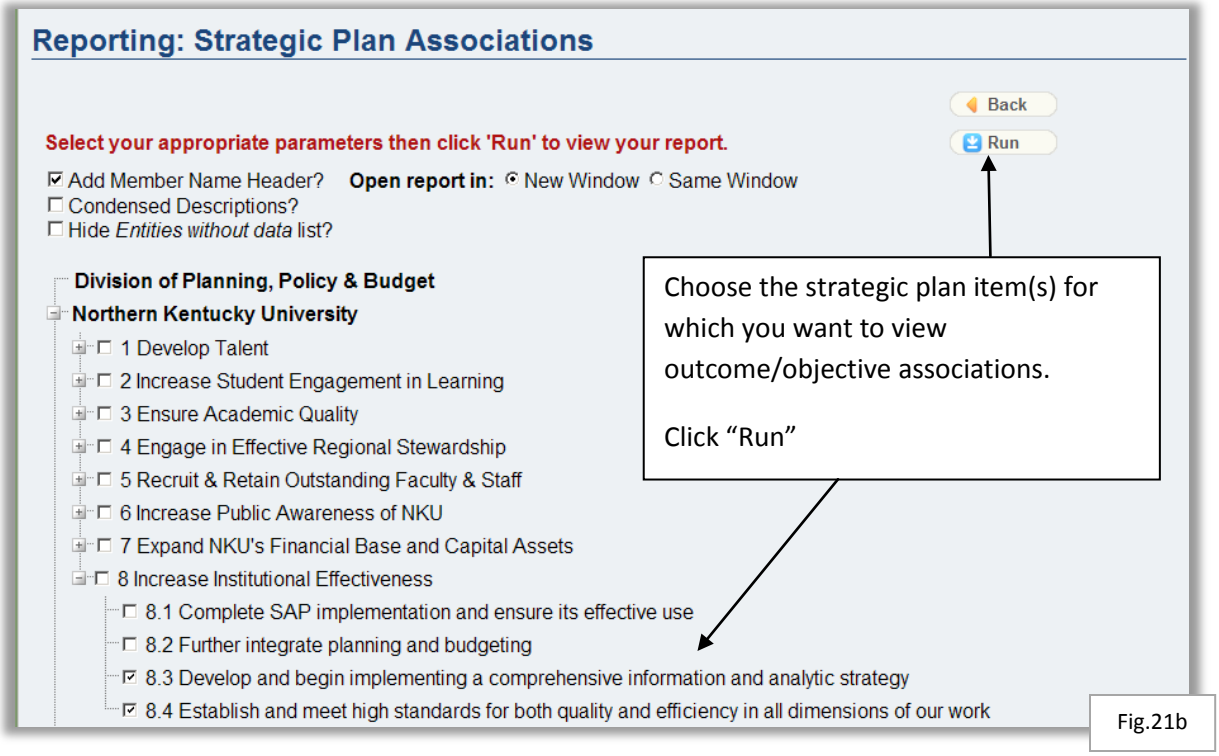

Reporting: Strategic Plan Associations
Back
Run
Select your appropriate parameters then click 'Run' to view your report.
Add Member Name Header? Open report in: New Window Same Window
Condensed Descriptions?
Hide Entities without data list?
Division of Planning, Policy & Budget
Northern Kentucky University
1 Develop Talent
2 Increase Student Engagement in Learning
3 Ensure Academic Quality
4 Engage in Effective Regional Stewardship
5 Recruit & Retain Outstanding Faculty & Staff
6 Increase Public Awareness of NKU
7 Expand NKU's Financial Base and Capital Assets
8 Increase Institutional Effectiveness
8.1 Complete SAP implementation and ensure its effective use
8.2 Further integrate planning and budgeting
8.3 Develop and begin implementing a comprehensive information and analytic strategy
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work
Choose the strategic plan item(s) for which you want to view outcome/objective associations.
Click "Run"

Fig.21b

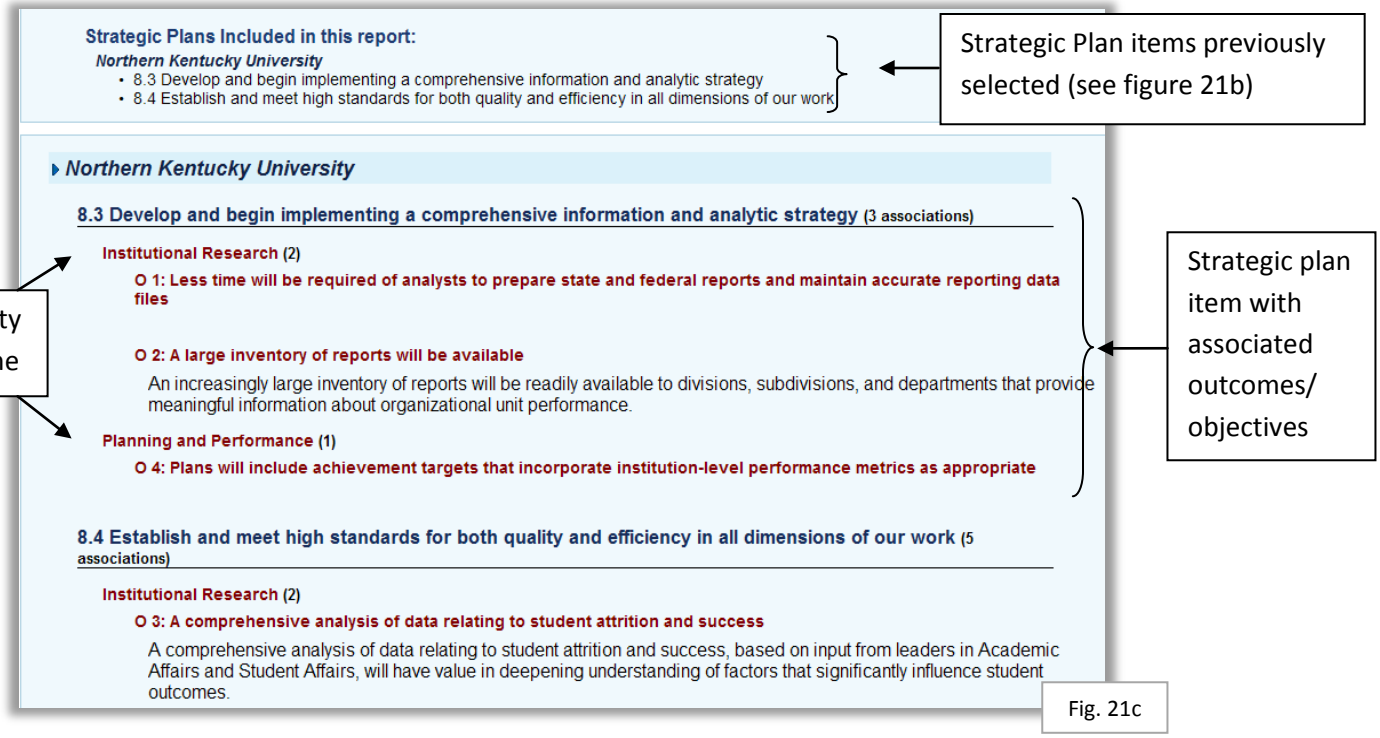

Strategic Plans Included in this report:
Northern Kentucky University
8.3 Develop and begin implementing a comprehensive information and analytic strategy
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work
Strategic Plan items previously selected (see figure 21b)
Northern Kentucky University
8.3 Develop and begin implementing a comprehensive information and analytic strategy (3 associations)
Institutional Research (2)
O 1: Less time will be required of analysts to prepare state and federal reports and maintain accurate reporting data files
O 2: A large inventory of reports will be available
An increasingly large inventory of reports will be readily available to divisions, subdivisions, and departments that provide meaningful information about organizational unit performance.
Planning and Performance (1)
O 4: Plans will include achievement targets that incorporate institution-level performance metrics as appropriate
Entity name
Strategic plan item with associated outcomes/ objectives
8.4 Establish and meet high standards for both quality and efficiency in all dimensions of our work (5 associations)
Institutional Research (2)
O 3: A comprehensive analysis of data relating to student attrition and success
A comprehensive analysis of data relating to student attrition and success, based on input from leaders in Academic Affairs and Student Affairs, will have value in deepening understanding of factors that significantly influence student outcomes.

Fig. 21c

Special Assessment Reports

- **Student Learning Outcomes/Objectives:** Displays all outcomes/objectives designated as student learning outcomes/objectives for all selected entities. This will apply only to entities within Academic Affairs and Student Affairs.

  From the WEAVEonline Reports page, select the Student Learning Outcomes/Objectives report and select the entity(ies) for which you want to view results. (Figures 22a and 22b.)

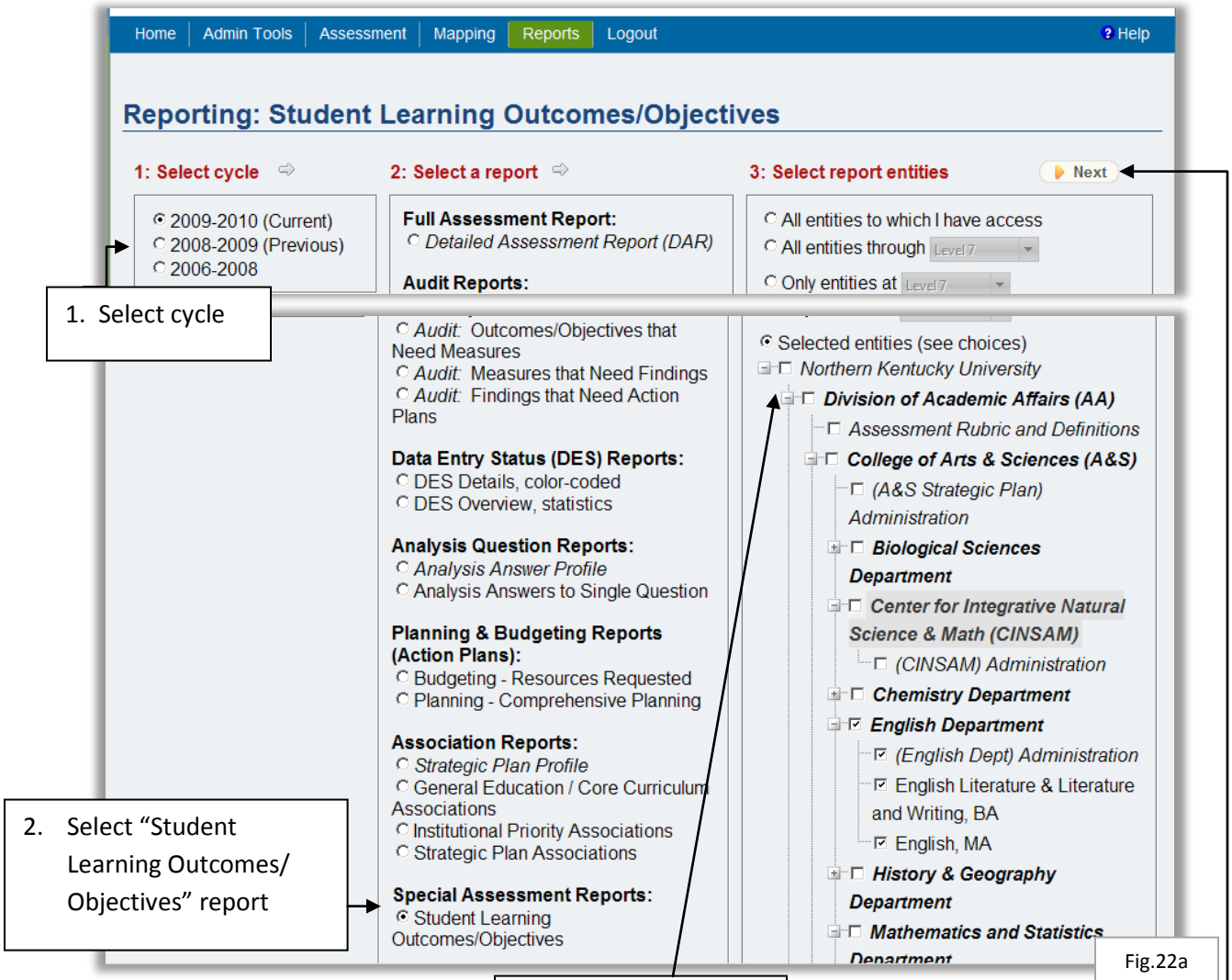


Fig.22a

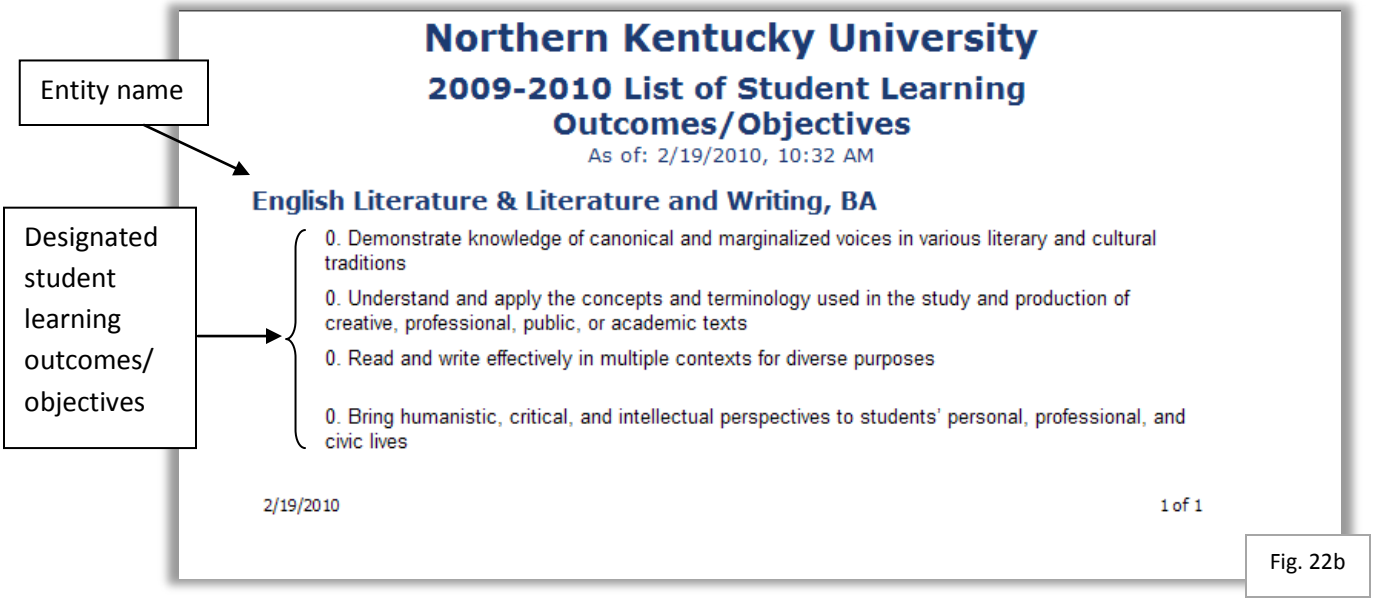

Entity name
Designated student learning outcomes/ objectives
Northern Kentucky University
2009-2010 List of Student Learning Outcomes/Objectives
As of: 2/19/2010, 10:32 AM
English Literature & Literature and Writing, BA
0. Demonstrate knowledge of canonical and marginalized voices in various literary and cultural traditions
0. Understand and apply the concepts and terminology used in the study and production of creative, professional, public, or academic texts
0. Read and write effectively in multiple contexts for diverse purposes
0. Bring humanistic, critical, and intellectual perspectives to students' personal, professional, and civic lives
2/19/2010
1 of 1

Fig. 22b

Annual Reports

Because NKU is not currently using the Annual Reporting feature, there is no information to report here.